

**FORT BEND COUNTY    FY 2010**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 3/1/2010

Submitted By: Ed Strudivant  
Department: Auditor's Office

Court Agenda Date: 3/9/2010

Phone Number: 281-341-3769

**SUMMARY OF ITEM:**

Approve out of state travel for Tatyana Johnson to Washington D.C., April 5<sup>th</sup>-7<sup>th</sup>, 2010 to attend new grantee orientation for the Maltreated Infants and Toddlers Grant. Travel is reimbursable by the grant.

RENEWAL AGREEMENT/APPOINTMENT                      YES ☐                      NO ☒  
REVIEWED BY COUNTY ATTORNEY'S OFFICE:        YES ☐                      NO ☒

List Supporting Documents Attached:

**FINANCIAL SUMMARY:**

BUDGETED ITEM:    YES    ☒                      NO    ☐

FUNDNG SOURCE: Accounting Unit: 100435999                      Account Number: 63200  
Activity (If Applicable): G435-09COURTEAM

DESCRIPTION OF LAWSON ACCOUNT: Maltreated Infants and Toddlers Grant, Travel

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

Original Form Submitted with back up to County Judge's Office X (✓ when completed)

If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us)

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

X	Auditor	(281-341-3774)	X	Comm. Pct. 1	(281-342-0587)
X	Budget Officer	(281-344-3954)	X	Comm. Pct. 2	(281-403-8009)
X	Facilities/Planning	(281-633-7022)	X	Comm. Pct. 3	(281-242-9060)
X	Purchasing Agent	(281-341-8642)	X	Comm. Pct. 4	(281-980-9077)
X	Information Technology	(281-341-4526)	X	County Clerk	(281-341-8697)
<input type="checkbox"/>	Other:		X	County Atty	(281-341-4557)

☐ **RECOMMENDATION / ACTION REQUESTED:**

Approve out of state travel for Tatyana Johnson to Washington D.C., April 5<sup>th</sup>-7<sup>th</sup>, 2010 to attend new grantee orientation for the Maltreated Infants and Toddlers Grant.

Special Handling Requested (specify):