MCCULLOCH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

DATE OF SUBMISSION: **SUBMITTED BY:**

REQUEST PLACING THIS ITEM ON _____AGENDA

ITEM REQUESTED IS: [ ] FOR ACTION/CONSIDERATION [ ] DISCUSSION/REPORT ONLY
[ ] FOR CONSENT AGENDA [ ] PUBLIC WORKSHOP

ITEM:

Will there be handouts? **(If yes, include with request form)**

Contact Phone and Email:

BACKGROUND INFORMATION:

IF YOU ARE SUBMITTING A RESOLUTION OR PROCLAMATION PLEASE EMAIL, IN WORD FORMAT, TO MARGARITA.MORENO@CO.MCCULLOCH.TX.US

WILL A BUDGET AMENDMENT [funds from another department/or County reserve fund] or
LINE ITEM TRANSFER [funds from another line item within your department] **BE NECESSARY?**

If so, please specify which transaction will be necessary and state the amount needed below.

Attach a completed Budget Amendment or Line Item Transfer form to back of this document.

WAS THERE ANY PREVIOUS COURT ACTION REGARDING THIS ITEM?
If yes, **Date of Action:** **ANY ATTACHMENTS THEN?**

ITEM RECEIVED BY: _____ **TITLE** _____

DATE: _____ **TIME:** _____

***Note**: This form is required for agenda requests. Forms should be returned to the Office of the County Judge.*