

## Rusk County Commissioners Court

### Request for Item to be placed on Commissioners Court Agenda

It is the policy of the Commissioners Court of Rusk County that all requests for items to be placed on the agenda shall be submitted in writing, on this form, to the County Judge's Administrative Office no later than 3:00 p.m. on the Wednesday prior to the Court's meeting the following week.

It is the purpose of this policy to provide enough information to the Court to make a decision on the request at the meeting and not delay action until a later date in order to gather all information needed and/or obtain staff input, if required.

1. Subject item requested for agenda \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Date requested to be on agenda \_\_\_\_\_
3. Company or office making request \_\_\_\_\_
4. Contact person(s) \_\_\_\_\_
5. Official making presentation at Court \_\_\_\_\_
6. What action is being requested for the Court to take (be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Attach maps, order, resolution, plat, agreement, specifications, etc., that accompanies request to be on the agenda for Court approval. These must be submitted with this request form.

Date request returned to Administrative Office: \_\_\_\_\_