

Approved by CC:

NOV 14 2011

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY:** Margaret Cook, CPPB      **TODAY'S DATE:** 11/7/11

**DEPARTMENT:**      Purchasing

**SIGNATURE OF DEPARTMENT HEAD:**      Margaret Cook, CPPB

**REQUESTED AGENDA DATE:**      NOVEMBER 14, 2011

**SPECIFIC AGENDA WORDING:** Request court approve removal of a stolen laptop from county inventory. Laptop was stolen from Juvenile Probation. Dell Latitude E6510 Laptop, Serial Number FJ3HVM1.

**PERSON(S) TO PRESENT ITEM:**

Margaret Cook, CPPB, Purchasing

**SUPPORT MATERIAL: (Must enclose supporting documentation)**

|  |                                  |
|--|----------------------------------|
| <b>TIME:</b> 5 min.                                    | <b>ACTION ITEM:</b> <u>  x  </u> |
|  | <b>WORKSHOP:</b> <u>      </u>   |
| (Anticipated number of minutes needed to discuss item) | <b>CONSENT:</b> <u>      </u>    |
|  | <b>EXECUTIVE:</b> <u>      </u>  |

**STAFF NOTICE:**

|                                    |  |
|------------------------------------|--|
| <b>COUNTY ATTORNEY:</b> _____      | <b>ISS DEPARTMENT:</b> _____                   |
| <b>AUDITOR:</b> <u>  x  </u> _____ | <b>PURCHASING DEPARTMENT:</b> _____            |
| <b>PERSONNEL:</b> _____            | <b>PUBLIC WORKS:</b> _____                     |
| <b>BUDGET COORDINATOR:</b> _____   | <b>OTHER:</b> <u>  Commissioner Thompson  </u> |

\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

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