

Approved by CC:

APR 14 2014

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Scott Porter  
**TODAY'S DATE:** 4/4/14

**DEPARTMENT:** Tax Office

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE:** 4/14/14

**SPECIFIC AGENDA WORDING:** Consideration of creating (2) \$100 petty cash drawers for the Tax Office - Alvarado Sub-courthouse

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

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

<b>TIME:</b> 5 minutes	<b>ACTION ITEM:</b> X
(Anticipated number of minutes needed to discuss item)	<b>WORKSHOP:</b> _____
	<b>CONSENT:</b> _____
	<b>EXECUTIVE:</b> _____

**STAFF NOTICE:**

<b>COUNTY ATTORNEY:</b> _____	<b>IT DEPARTMENT:</b> _____
<b>AUDITOR:</b> _____	<b>PURCHASING DEPARTMENT:</b> _____
<b>PERSONNEL:</b> _____	<b>PUBLIC WORKS:</b> _____
<b>BUDGET COORDINATOR:</b> _____	<b>OTHER:</b> _____

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

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

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

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