

DEC 14 2015

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Becky Ivey TODAY'S DATE: 12-1-15

DEPARTMENT: X County Clerk

SIGNATURE OF DEPARTMENT HEAD: X Becky Ivey

REQUESTED AGENDA DATE: X 12-14-15

SPECIFIC AGENDA WORDING: Consideration of Costs and Removal of Built in Workstation, Patch of Carpet and touch up paint for Walls in Room 406 - County Clerk's Office - Guinn Justice Center

PERSON(S) TO PRESENT ITEM: Becky Ivey-County Clerk

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 15 min. **ACTION ITEM:** XX
WORKSHOP: _____
(Anticipated number of minutes needed to discuss item) **CONSENT:** _____
EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____ **IT DEPARTMENT:** _____
AUDITOR: _____ **PURCHASING DEPARTMENT:** _____
PERSONNEL: _____ **PUBLIC WORKS:** XX _____
BUDGET COORDINATOR: XX **OTHER:** _____

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

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ **Date** _____