

FEB 24 2020

**REQUEST FOR AGENDA PLACEMENT FORM**

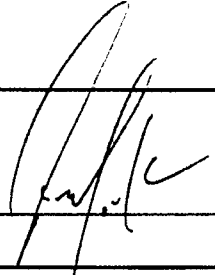
Submission Deadline - Tuesday, 12:00 PM before Court Dates

**Approved**

Submitted By: Nikki Ashley  
Today's Date: February 4, 2020

Department: JP 2

Signature Of Department Head: \_\_\_\_\_  
Requested Agenda Date: February 24, 2020



Specific Agenda Wording: Consideration of extra monies for the three (3) existing cash drawers for the clerks in the Justice of the Peace, Pct. 2, to be able to make change when someone comes in to pay for their case or ticket. Requesting an additional one hundred dollars (\$100.00) per clerk. If additional monies are approved, each of the three (3) clerks would have a total of two hundred dollars (\$200.00) for their cash drawer. This request is being submitted due to the increased foot traffic coming into the court on a daily basis and large bills being tendered without sufficient monies currently to make change. We are also requesting an additional cash drawer, in the amount of two hundred dollars (\$200.00).

Person(s) To Present Item: Jeff Monk

Support Material: (Must enclose supporting documentation)

Time:	Action Item:	X
	Workshop:	_____
(Anticipated number of minutes needed to discuss item)	Consent:	_____
	Executive:	_____

**STAFF NOTICE:**

County Attorney:	IT Department:
Auditor: X	Purchasing Department: X
Personnel:	Public Works:
Budget Coordinator:	Other: <u>Treasurer</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: \_\_\_\_\_