

NOV 9 2020

REQUEST FOR AGENDA PLACEMENT FORM

Approved

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

SUBMITTED BY: Carla Hester

TODAY'S DATE: Nov. 2, 2020

DEPARTMENT: County Judge's Office

SIGNATURE OF DEPARTMENT HEAD:



REQUESTED AGENDA DATE: Monday, November 9, 2020

SPECIFIC AGENDA WORDING: Consideration of Reimbursement to County Extension Office for Purchasing, Preparing and Serving the Meal for the Government Officials Council of Johnson County Dinner on Tuesday, December 15, 2020.

Estimate of Cost to be about \$15.00 per person, with about 40-60 attendees

PERSON(S) TO PRESENT ITEM:

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5 min.

ACTION ITEM: _____

WORKSHOP _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

IT DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: EXTENSION OFFICE _____

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

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____