

NOV 9 2020

Approved

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Scott Porter

TODAY'S DATE: 10/30/2020

DEPARTMENT: Tax Office

SIGNATURE OF DEPARTMENT HEAD:

Scott Porter

REQUESTED AGENDA DATE: 11/9/2020

SPECIFIC AGENDA WORDING: Consideration to increase Tax Office petty cash \$1,200

PERSON(S) TO PRESENT ITEM: Scott Porter

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5 minutes

ACTION ITEM: X

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: _____

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

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____

Date 10/30/2020