

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Randy Gillespie TODAY'S DATE: November 21, 2022

DEPARTMENT: Personnel

SIGNATURE OF DEPARTMENT HEAD: 

REQUESTED AGENDA DATE: November 28, 2022

SPECIFIC AGENDA WORDING:

Request authorization to provide Roscoe's Smokehouse Catering payment in the form of a manual check for providing the meal on the evening of the Employee Christmas Party which shall not exceed \$8000.00.

COMMISSIONERS COURT

NOV 28 2022

PERSON(S) TO PRESENT ITEM:

Randy Gillespie/Personnel Director,
SUPPORT MATERIAL: (Must enclose supporting documentation)

Approved

TIME: 5 Min
(Anticipated number of minutes needed to discuss item)

ACTION ITEM: ✓
WORKSHOP:
CONSENT:
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:
AUDITOR: ✓
PERSONNEL:
BUDGET COORDINATOR:

IT DEPARTMENT:
PURCHASING DEPARTMENT:
PUBLIC WORKS:
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: _____