

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 1/11/2024

Meeting Date: 1/22/2024

Submitted By: Sarah George

Department: County Clerk

Signature of Elected Official/Department Head:
April Long

Court Decision: <small>This section to be completed by County Judge's Office</small>

January 22, 2024

Description:

Consideration and Approval of Expenditures from Special Fund 0212: Record Mgmt & Preservation County Clerk in the amount of \$3,410.00 for the purchase of casebinders used to maintain and preserve court records.

(May attach additional sheets if necessary)

Person to Present: April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**