

**AGENDA PLACEMENT FORM**

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

**Date:** \_\_\_\_\_

**Meeting Date:** 3/25/2024

**Submitted By:** County Judge's Office

**Department:** \_\_\_\_\_

**Signature of Elected Official/Department Head:**  
\_\_\_\_\_

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p>  <p><b>March 25, 2024</b> <b>Allow Purchasing Agent to move forward with RFP 2024-303</b></p>
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**Description:**

Consider and Authorize Purchasing Agent to Advertise for Bids/Proposals

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(May attach additional sheets if necessary)

**Person to Present:** Lance Anderson

(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:** \_\_\_\_\_ 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**