

APR 22 2013

Ok if not covered by State funds

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Toby Ross

TODAY'S DATE: April 11, 2013

DEPARTMENT: Adult Probation

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: April 22, 2013

SPECIFIC AGENDA WORDING: Allow the Adult Probation Department and the Precinct One Constable's Office (occupants of the new Adult Probation Building) to participate in the Shred-It contract with the county.

\$28.00 per month for 5 boxes

PERSON(S) TO PRESENT ITEM: Toby Ross

010 (Fees & Svcs)

SUPPORT MATERIAL: (Must enclose supporting documentation) *from office Supplies*

TIME: 5 minutes

ACTION ITEM: XX
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 _____