

APR 22 2013

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** MARGARET COOK

**TODAY'S DATE:** APRIL 15, 2013

**DEPARTMENT:** PURCHASING

**SIGNATURE OF DEPARTMENT HEAD:** MARGARET COOK, CPPB

**REQUESTED AGENDA DATE:** APRIL 22, 2013

**SPECIFIC AGENDA WORDING:** Consider and declare as surplus under Local Government Code, 263.152 (a)(1) five (5) boxes of outdated law books and allow Purchasing to sell on Rene' Bates Auction.

**PERSON(S) TO PRESENT ITEM:** MARGARET COOK, CPPB

**SUPPORT MATERIAL:**

**TIME:** 5 min

**ACTION ITEM:**   x  

**WORKSHOP** \_\_\_\_\_

(Anticipated number of minutes needed to discuss item) **CONSENT:** \_\_\_\_\_

**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** x

**IT DEPARTMENT:** \_\_\_\_\_

**AUDITOR:** \_\_\_\_\_

**PURCHASING DEPARTMENT:** \_\_\_\_\_

**PERSONNEL:** \_\_\_\_\_

**PUBLIC WORKS:** \_\_\_\_\_

**BUDGET COORDINATOR:** \_\_\_\_\_

**OTHER:** Judge Bosworth

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

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_