

JUN 10 2013

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: MARGARET COOK

TODAY'S DATE: June 3, 2013

DEPARTMENT: PURCHASING

SIGNATURE OF DEPARTMENT HEAD: MARGARET COOK

REQUESTED AGENDA DATE: June 10, 2013

SPECIFIC AGENDA WORDING: Request to consider and approve Heather Carmichael to attend Harris Enterprise/Innoprise Conference.

PERSON(S) TO PRESENT ITEM:

SUPPORT MATERIAL: (SEE ATTACHED)

TIME:

ACTION ITEM: _____

WORKSHOP _____

(Anticipated number of minutes needed to discuss item)

CONSENT: _____

X _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

IT DEPARTMENT: **x** _____

AUDITOR: **x** _____

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 _____