

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY: J. R. Kirkpatrick**  
**TODAY'S DATE: 05/02/2016**

**DEPARTMENT: County Auditor**

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE: May 9, 2016**

**SPECIFIC AGENDA WORDING: Recording of District Judge's approval of adding a temporary part-time Internal Auditor effective June 1, 2016.**

**PERSON(S) TO PRESENT ITEM:**

**SUPPORT MATERIAL: (Must enclose supporting documentation)**

**TIME: 2 minutes**

**ACTION ITEM:**

<p>_____</p> <p>(Anticipated number of minutes needed to discuss item)</p>	<p><b>WORKSHOP:</b> _____</p> <p><b>CONSENT:</b> _____</p> <p><b>EXECUTIVE:</b> _____</p>
--	---

**STAFF NOTICE:**

<b>COUNTY ATTORNEY:</b> x	<b>IT DEPARTMENT:</b> _____
<b>AUDITOR:</b> _____	<b>PURCHASING DEPARTMENT:</b> _____
<b>PERSONNEL:</b> ___ x _____	<b>PUBLIC WORKS:</b> _____
<b>BUDGET COORDINATOR:</b> _____	<b>OTHER:</b> _____

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

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

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

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