

SEP 23 2019

REQUEST FOR AGENDA PLACEMENT FORM

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

Approved

SUBMITTED BY: Carla Hester **TODAY'S DATE:** 09-16-19

DEPARTMENT: County Judge's Office

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: September 23, 2019

SPECIFIC AGENDA WORDING: Consideration of Items to Submit for Schools, Seminars or Conferences to the County Judge's Office for Travel Approval for Placement on an Upcoming Commissioners Court Agenda

PERSON(S) TO PRESENT ITEM: County Judge Roger Harmon

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5 mins.

ACTION ITEM: X

WORKSHOP

(Anticipated number of minutes needed to discuss item)

CONSENT:

EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY: X

IT DEPARTMENT:

AUDITOR: X

PURCHASING DEPARTMENT: X

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 _____

ITEMS TO SUBMIT FOR SCHOOLS/SEMINARS/CONFERENCES TO THE COUNTY JUDGES OFFICE for **TRAVEL APPROVAL** FROM THE COMMISSIONERS COURT

Please include all of the documents below as these are required by
Commissioners Court for **Travel Approval**.

Training/Seminar Approval Form (*if it's an out of state school, - see below*)
School Registration Information
Agenda breakdown for the School/Conference
Hotel Information

If travel is for an out of state school, please submit a Regular Agenda Placement Form along with cost estimation breakdown for the trip – airfare, rental car, meals, hotel costs, etc. and a narrative for why the out of state travel is necessary. Commissioners Court will vote to either approve or deny the out of state travel in Court.

Scan and email all documents to Abby Nino, Amber Neathery and Carla Hester and please indicate which Commissioners Court date you would like to have your item on. Also, inter-office all the originals to the County Judge's Office. The normal deadline for submitting items to be placed on the Commissioners Court agenda is NOON on the Tuesday prior to the Monday court date.

Very Important: Please remember that Commissioners Court Travel Approval is NOT Payment Approval.

For ALL payments, departments should go through Requisition/Purchase Order procedures, per the Johnson County Travel Policy. A Requisition is necessary in order to be lawfully processed by Accounts Payable in the Auditor's Office.

If you have any questions, please call or email us.
Thank you for your cooperation.