



## BURNET COUNTY AGENDA ITEM REQUEST FORM

MEETING DATE: \_\_\_\_\_

GENERAL DESCRIPTION OF ITEM: \_\_\_\_\_

**THIS ITEM REPRESENTS A:**

New issue, project, or purchase  
Routine, regularly scheduled item  
Follow-up to previously discussed  
Item  
Special item  
Other

PRIMARY CONTACT/STAFF MEMBER: \_\_\_\_\_

**BUDGETARY IMPACT OF AGENDA ITEM:**

|                                                 |     |    |
|-------------------------------------------------|-----|----|
| Total Estimated Cost:                           |     |    |
| Source Funds:                                   |     |    |
| Is item already included in fiscal year budget? | Yes | No |
| Does item represent a new expenditure?          | Yes | No |
| Does item represent a pass-through purchase?    | Yes | No |
| If so, pass-through entity                      |     |    |
| Procurement Needed:                             | Yes | No |

ACTIONS REQUESTED: \_\_\_\_\_

LIST BACK-UP DOCUMENTS ATTACHED (*names of documents and/ or files*): \_\_\_\_\_

LIST BACK-UP DOCUMENTS **NOT** ATTACHED (*to be sent by Friday at noon prior to the meeting date requested*): \_\_\_\_\_

\_\_\_\_\_  
Elected Official/Department Head

DATE and TIME: \_\_\_\_\_

Approved:

By \_\_\_\_\_  
County Judge

OR

By \_\_\_\_\_  
Commissioner Pct. \_\_\_\_\_

All contracts, contract amendments, staff agreement, grant applications, memorandums of understanding, and interlocal agreements must be submitted to the Burnet County Auditor and complete a compliance review before being placed on the Commissioners Court agenda.

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) or [countyjudge@burnetcountytexas.org](mailto:countyjudge@burnetcountytexas.org) no later than noon on Tuesday prior to the meeting date requested. If a Burnet County Holiday falls within 72 hours before that Tuesday, the deadline will be moved earlier to ensure compliance with Government Code § 551.043.