



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 no later than 5:00 p.m., twelve (12) calendar days prior to the scheduled commissioners court meeting, in order to comply with Government Code §551.043. An exception for late submission may be granted with written approval from a Commissioner or the County Judge and must include a stated explanation for the late submission.