



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 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.