

**COUNTY OF HIDALGO COMMISSIONERS' COURT  
AGENDA REQUEST FORM**

NO: \_\_\_\_\_

DATE: September 16, 2016

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

DEADLINE FOR ACTION: ASAP

CONTACT PERSON: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

DEPT. HEAD /  
OFFICIAL  
SIGNATURE: \_\_\_\_\_

FAX: \_\_\_\_\_

**CAPTION:**

**BACKGROUND: (Briefly summarize your request, use separate sheet(s) if needed or attach supporting documentation.)**

**BUDGETARY IMPACT:**

**PLEASE INITIAL FOR APPROVAL:**

Legal Counsel: \_\_\_\_\_ Budget: \_\_\_\_\_ Human Resources: \_\_\_\_\_

**COMMENTS:**

**ACTION TAKEN BY COMMISSIONER'S COURT:**

Approved on: \_\_\_\_\_ Tabled on: \_\_\_\_\_ Denied on: \_\_\_\_\_  
(DATE) (DATE)

Motion made by: \_\_\_\_\_ Second by: \_\_\_\_\_ Vote: \_\_\_\_\_

