

# ECTOR COUNTY COMMISSIONERS' COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> <b>Court Date:</b>	<b>Submitted By:</b> <b>Department:</b>	<b>Previous Court Action:</b>
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> Public Workshop <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Discussion/Report <input type="checkbox"/> Executive Session		
<b>Item:</b> (Brief statement as you wish the item to appear on the agenda)		
<b>Background:</b>		
<b>Attachments:</b> Yes ___ No ___ .		<b>Is Budget Amendment Necessary?</b>
<b>Signatures Required:</b>	<b>Yes/No</b>	<b>Return Signed Originals to:</b>
County Judge		<hr/> (Name, Company) <hr/> Mailing Address) <hr/> (City, State, Zip) <hr/> Or Call: _____ to have the documents picked up. (Phone Number)
County Clerk		
County Auditor		
Elected Official(s): Commissioners _____ _____ _____		
Department Head(s): _____ _____ _____		
Other: _____		

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. Forms should be returned to the Office of the County Judge (300 N. Grant, Rm. 227, Odessa, Texas, 79761) for inclusion on the agenda. **Items will not be included if submitted after deadline: Tuesday at 12 noon preceding court meeting.** Regular Court Meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.

**Item Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**AGENDA ITEM #** \_\_\_\_\_