



**POTTER COUNTY COMMISSIONERS COURT**

**Request for Inclusion of Item on Upcoming Agenda**

*Please print or write legibly. Illegible writing may result in exclusion of your requested item from the agenda. Also note that any documents and presentations (i.e., Power Point) must be submitted to the County Judge's Office no later than the Wednesday before the meeting at which the item is to be considered.*

Name:

Today's date:

**If you are a Potter County elected official, department head, or employee, please complete Section A below. If you are not a Potter County elected official, department head, or employee, please skip to Section B.**

**Section A**

Department, Office or Agency:

Is this item requested on behalf of your department, office, or agency? Yes          No

Telephone number where you may be contacted:

Email address where you may be contacted:

Name to be included as requestor of agenda item:

**If you completed Section A above, you may skip to Section C. If you are not a Potter County elected official, department head, or employee, please complete Section B below, along with the remainder of this form.**

**Section B**

Address where you may be contacted:

Telephone number or email address where you may be contacted

Are you requesting this item on behalf of a group or organization? Yes          No

If you answered "yes" to the question above, please provide the name, address, telephone number and email address (for contact purposes) of the group or organization.

What is your role in, position with, or connection to the group or organization?

**Section C**

Please briefly describe the action you are asking the Commissioners Court to take with respect to your requested item.

Are you submitting any documents relevant to your requested item? Yes No

**Section D**

Is there any deadline for action by the Commissioners Court on your requested agenda item?

Yes No

If you answered "yes" to the question above, what is the deadline, and what is the basis for imposition of the deadline?

Deadline: Basis for Deadline:

**Section E**

Have you discussed your proposed item with the office(s) or department(s) it will affect?

Yes No

Who did you speak or communicate with in that department or office?

Has the subject matter of your proposed item been reviewed by the County Attorney's Office?

Yes No

On what date did you provide the materials for that office's review?

If your proposed item involves county funds, has the subject matter of your proposed item been reviewed by the County Auditor's Office?

Yes No

On what date did you provide the materials for that office's review?

**NOTE: In accordance with Potter County policy, a request for inclusion of an item on the agenda that does not come from a member of the Commissioners Court must be approved by at least one member of the Commissioners Court.**

Signature: \_\_\_\_\_

\_\_\_\_\_  
Name of Court Member approving item