

**AGENDA ITEM
REQUEST/JUSTIFICATION FORM**
(To be completed by requesting Department)
Forward all requests to Sharon Bourke, LC2 Civic Center
**DEADLINE SUBMITTAL IS 3:00 P.M. WEDNESDAY
BEFORE THE TUESDAY MEETING**

Agenda item: _____
(i.e. Consent/Recognition-Proclamation/Presentation/Public Hearing/Committee, etc.)

Date to be on agenda: _____

Exact wording to be used for the agenda: _____

Action requested: _____

Amount requested: _____ Object Code: _____

Is item in current year's budget? Yes _____ No _____

Does this item commit funds in future years? Yes _____ No _____

If yes, explain: _____

If an agreement or contract*, has the County Attorney reviewed and approved? Yes _____ No _____

**Provide County Clerk with contact info for outside organization*

Previous action taken on this item, if any: _____

Recommendations and rationale or action: _____

Will anyone speak on behalf of this item, if so who? _____

If this is a rush agenda item, please explain why: _____

Submitted by (Name & Dept.): _____ Ext. _____

Date submitted: _____

List Attachments: _____
(Attach resolution and all pertinent documentation; i.e. contract, agreement, memorandums, etc.)

Certified resolutions can be obtained at the County Clerk's website:
<http://www.douglascountyclerk.org/county-board-records/search-for-resolutions>

<i>Completed by receiving office</i>	
Received in Administrative Office: _____	Date _____ Time _____

FOR COUNTY CLERK'S OFFICE USE ONLY
NOT PART OF THE OFFICIAL RECORD

For Agreements or Contracts Only

For the person who is signing the contract/agreement on behalf of an outside organization, please provide the following information (use as many fields as necessary):

Name: _____
Organization: _____
E-mail Address: _____
Phone Number: _____

Name: _____
Organization: _____
E-mail Address: _____
Phone Number: _____

Name: _____
Organization: _____
E-mail Address: _____
Phone Number: _____

Name: _____
Organization: _____
E-mail Address: _____
Phone Number: _____

Name: _____
Organization: _____
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