

ELKO COUNTY BOARD OF COMMISSIONERS

Agenda Information & Request Form

Meeting Date:										
Presentation Time Needed:										
Request From: (i.e. department, agency, etc.)										
Description of Agenda Item: (need detailed information)										
Recommended Motion: (i.e. action you want Commissioners to take or are you just presenting info, etc.)										
Are There Any Attachments/Backup Information?: (Only 1 copy of attachment(s) is needed for scanning purposes)										
Deadlines Associated With This Agenda Item:										
Legal Review Required: <input type="checkbox"/> Yes <input type="checkbox"/> No District Attorney Approval & Date:										
Publication Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Responsible Party for Publication:										
Budget Requirements: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: right;">_____ Expenditure</td> <td style="width: 50%; text-align: right;">_____ Budgeted</td> </tr> <tr> <td style="text-align: right;">_____ Revenue</td> <td style="text-align: right;">_____ Budget Amendment</td> </tr> <tr> <td style="text-align: right;">_____ Contingency</td> <td style="text-align: right;">_____ Grant or Other</td> </tr> <tr> <td style="text-align: right;">_____ Transfer</td> <td style="text-align: right;">_____ Matching Funds</td> </tr> <tr> <td style="text-align: right;">TOTAL \$ _____</td> <td style="text-align: right;">FUND _____</td> </tr> </table>	_____ Expenditure	_____ Budgeted	_____ Revenue	_____ Budget Amendment	_____ Contingency	_____ Grant or Other	_____ Transfer	_____ Matching Funds	TOTAL \$ _____	FUND _____
_____ Expenditure	_____ Budgeted									
_____ Revenue	_____ Budget Amendment									
_____ Contingency	_____ Grant or Other									
_____ Transfer	_____ Matching Funds									
TOTAL \$ _____	FUND _____									
Business Impact Statement Required: <input type="checkbox"/> Yes <input type="checkbox"/> No										
Other Reviews Completed By:										
Prepared By:										
Agenda items including attachments are due on Monday at 5:00 p.m. the week before a scheduled meeting. Just as a reminder, official county holidays do affect the deadline for agenda submissions. Due to our new paperless process, items submitted after the deadline will be placed on the next meeting agenda.										