



ELKO COUNTY BOARD OF COMMISSIONERS

AGENDA REQUEST FORM

Agenda items including attachments are due at 5:00 p.m., **SEVEN (7)** business days before the scheduled meeting. Just as a reminder, official county holidays do affect the deadline for agenda submissions. **Items submitted after the deadline will be placed on the next meeting agenda.**

Request From

Contact Info

Meeting Date

Time Needed in Minutes

Description of Agenda Item (need detailed information)

Recommended Motion (i.e. action you would like the Commissioners to take or are you just presenting information)

Legal Review Required

Yes

No

District Attorney Approval & Date

Publication Required

- Yes
 No

Responsible Party for Publication

Business Impact Statement Required

- Yes
 No

A Business Impact Statement Packet is available on the Elko County Website.

Other Reviews of Request Completed by

Budget Effects

Expenditure

Revenue

Currently Budgeted

- Yes
 No

Total Amount Requested

Grant Applications

Total Grant Request

Matching Funds Amount Being Requested in Cash

Matching Funds Amount In-Kind or Budgeted

List of Attachments/Back Up Information (must be attached)