AGENDA ITEM REQUEST

Date:

Enter date of request.

Meeting date desired:

Enter date of meeting desired for item to be included on agenda.

Subject:

Describe in one-two sentences what the subject and or request is.

Background and policy implications:

Briefly provide the background of the item and the policy implications.

Budget/fiscal impacts:

Please note what the budget and fiscal impacts of the item are, e.g., provide the budgeted amount for the item and the actual cost. Explain any potential budget adjustments, if the actual cost is greater than budget.

Requested by:

Provide contact information: name, title, email and phone number of the individual requesting this item on the agenda.

Presenters:

Provide the name and title of all presenters.

Legal review (only if requested):

Need to discuss further – The desire is for department heads to be proactive with legal, financial, HR, etc., should legal review/initials be standard operating procedure? Should review/initials expand to finance, HR, IT, facilities, if applicable?

Elected official sponsor (if applicable):

If the item request is submitted after the due date/time, an elected official sponsor is needed.