

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:**

**DEPARTMENT:**

**PREPARED BY:**

**SUBJECT:**

**SPECIFIC ACTION REQUESTED:**

**DESCRIPTION OF ACTION (dollar amount, purpose):**

**TIME FRAME OF ACTION:**

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

**N/A Please check if your agenda item does not require B&G to sign off.**

**BUILDINGS AND GROUNDS REVIEW:** I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

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Further comments attached? Yes/No **(Please circle one.)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(B&G Department Head or his/her designee)

**N/A Please check if your agenda item does not require IS to sign off.**

**INFORMATION SYSTEMS REVIEW:** I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

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Further comments attached? Yes/No **(Please circle one.)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(IS Department Head or his/her designee)

**N/A Please check if your agenda item does not require HR to sign off.**

**HUMAN RESOURCES REVIEW:** I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

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Further comments attached? Yes/No **(Please circle one.)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(HR Department Head or his/her designee)

**N/A Please check if your agenda item does not require Finance to sign off.**

**ADMINISTRATIVE REVIEW (FINANCE DIRECTOR):** I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

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Further comments attached? Yes/No **(Please circle one.)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Finance Department Head or his/her designee)