

Carlton County Committees and Formal Work Groups
Agenda Item Request Form

** Please include any documentation with this form prior to the scheduled meeting.

Name:
Contact Information:
Committee for Agenda Item Request:
Description of Agenda Item: (please be very detailed)
Describe any attachments:
Action Requested:

FOR COMMITTEE OR FORMAL WORK GROUP USE ONLY

Date of Meeting: _____

Legal Review Required: ____ Yes ____ No *Attorney Approval & Date:* _____

Publication Required: ____ Yes ____ No *Responsible Party for Publication:* _____

Budget Requirements:

_____ Expenditure	_____ Budgeted
_____ Revenue	_____ Budget Amendment
_____ Contingency	_____ Grant or Other
_____ Transfer	_____ Matching Funds

TOTAL \$ _____ FUND _____ NONE _____

Action Taken: Approved ____ Denied ____ Tabled ____ Other _____