Print Form

COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Finance

Department Head: Mary S. Holland

Presenter, if needed: Same

Preferred Meeting Date: Thursday, March 13, 2008

Wording for the Agenda:

Authorization to execute documents to complete acquisition of a vehicle for the Sheriff's Department's Criminal Investigations Division.

Background/History/Details:

A vehicle is being purchased by the Sheriff's Department. Documents need to be processed to complete the transaction, and to obtain tag and title for the vehicle. Federal funds will be used.

What action are you seeking from the Board of Commissioners?

Authorization for authorized staff to sign documents and complete acquisition of the new vehicle.

If this item requires funding, please describe:

Has this issue come before the Commissioners in the past? No

If so, when?

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

- (●) Finance Review Complete
- ( ) Purchasing Review Complete
- ( ) Legal Review Complete
- (●) Administrative Staff Review Complete

Administrator's Approval Yes

Confirmed Meeting Date Thursday, March 13, 2008

- ( ) Recognition/ Presentation
- ( ) Public Hearing
- ( ) Old Business
- ( ) New Business
- (●) Consent
- ( ) Report
- ( ) Other