



Garfield County

Board of Commissioners Agenda Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Garfield County Board of Commissioners Agenda. One (1) form is required per agenda item.

Department/Agency: _____

Submitted By: _____

Phone Number: _____ E-mail: _____

Date of Board of Commissioners Meeting to consider this item: _____

(Must be submitted by **Wednesday, 11:00 a.m.** prior to Monday meeting)

Topic: _____

Description (short summary of topic): _____

Name(s) of presenters: _____

Requested Board Actions (if funding is requested, specify amount): _____

PLEASE PROVIDE: **Seven (7) paper copies and one (1) E-mail copy** of all documentation to support the agenda request to **Vola Mercer**, email: vmercerc@garfield-county.com or mail to 108 8th Street, #101, Glenwood Springs, CO 81601, no later than Wednesday, 11 a.m. prior to the Monday meeting. Failure to provide backup material timely and as requested may result in removal or continuance of your agenda item at the County's discretion.

For office use only:

Where does item need to appear: _____

Date Submitted: _____

Materials Received: _____

County Funds requested: _____