

BOONE COUNTY BOARD OF COMMISSIONERS

DONNIE LAWSON
TIM BEYER
SCOTT PELL



116 W. WASHINGTON ST
ROOM 103
LEBANON, IN 46052

AGENDA REQUEST FORM

Name of Requestor:		Department/Office:	
Address: (if not a county employee)		Email Address:	
		Telephone Number:	
Date of Request:		Date of Meeting:	
Matter of Request:			
Documents Attached:			
COMPLETE THE FOLLOWING IF SUBMITTING A CONTRACT/AGREEMENT			
Is this a Renewal?	If yes, what is the expiration date?		
	If no, what is the proposed expiration date?		
	Are the terms the same as the prior contract?		<input type="checkbox"/> YES or <input type="checkbox"/> NO
	If no, describe what has changed?		
Amount of Contract:	\$	Fund to be Paid From:	
Has the other Contractual Party Signed the Document?			<input type="checkbox"/> YES or <input type="checkbox"/> NO
Has a Certificate of Insurance been submitted?			<input type="checkbox"/> YES or <input type="checkbox"/> NO
Has a W9 been submitted to the Auditor's Office for this vendor?			<input type="checkbox"/> YES or <input type="checkbox"/> NO
Has the Document been Reviewed by Counsel for Approval?			<input type="checkbox"/> YES or <input type="checkbox"/> NO

Please email this completed form for consideration, along with all supporting documentation to Kaylee Jessie, Executive Administrator at kjessie@co.boone.in.us, or hand deliver to the Commissioners' Office located at 116 W. Washington Street, Room 103, Lebanon, IN 46052.

The Agenda Request Form submission deadline is at noon on the Wednesday prior to each Commissioners' Meeting, except when affected by a County Holiday or an Emergency Closing. For exact Commissioners' Meeting dates please refer to the Boone County Website under Commissioners.

Phone: 765-483-4492

www.boonecounty.in.gov

Fax: 765-483-4494