

# TELLER COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM REQUEST

FAX (719) 686-7900

Date of Request: \_\_\_\_\_

Department & Person Making Request: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Meeting Date Item to Be Heard/Considered At: \_\_\_\_\_

Topic of Discussion: \_\_\_\_\_

Wording To Be Used on Agenda: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Wording may be altered by this office as necessary. If so, you will be notified)

**Amount of Time Needed/Requested:** \_\_\_\_\_

(NOTE: All materials (1 original + 13 copies) related to the topic of discussion are required to be provided to the Administration Office no less than one (1) week in advance of the requested agenda date. If materials are not received, the item may not appear on the agenda and another request, for a later date, will be required.)

**APPROVED BY:** \_\_\_\_\_

**FOR AGENDA DATE:** \_\_\_\_\_

**TIME SCHEDULED:** \_\_\_\_\_