

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 + 6 copies**) related to the topic of discussion are required to be provided to the Administration Office no less than eight (8) business days in advance of the requested agenda date. **Please see packet cutoff dates for located in CELIA BoCC dates section.** 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:** \_\_\_\_\_