

HENDRICKS COUNTY BOARD OF COMMISSIONERS

PHYLLIS A. PALMER, PRESIDENT
 MATTHEW D. WHETSTONE, VICE PRESIDENT
 BOB GENTRY, MEMBER



355 S. WASHINGTON STREET, SUITE 100
 DANVILLE, IN 46122
 TELEPHONE (317) 745-9221

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 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 Mila Shaffer at mshaffer@co.hendricks.in.us, or hand deliver to the Commissioners' Office.

The Agenda Request Form submission deadline is noon on the Thursday prior to each Commissioners' Meeting, except when affected by a County Holiday or an Emergency Closing. For exact deadline dates, please review the Agenda Request Form submission dates noted on the Commissioners' Calendar of Submission Deadline Dates for Agenda Requests and Staff Reports.