

BOIS FORTE RTC MEETING AGENDA REQUEST FORM

Presenter: _____

E-mail _____

(for notification that you have or not been placed on the agenda)

Request to attend: In-Person Virtual

Phone: _____

Action Requested (use other side if needed)

Please attach a memo with more detail and any other pertinent information.

_____ Discussion on _____

_____ Resolution(s) on _____

_____ Contract/Agreement for _____

(Must submit PROCURMENT CHECKLIST FORM)

Is this a construction agreement/contract YES NO

Date reviewed by the Tribal Attorney: _____

_____ Policy/Ordinance for _____

Date reviewed by the Tribal Attorney: _____

_____ Grant Submission for _____

(Must submit GRANT APPROVAL FORM)

_____ Sole-Source Request for _____

(Must submit PROCURMENT CHECKLIST FORM)

_____ Other _____

_____ Human Resources _____

Agenda items are due by close of business, the Thursday before the meeting date.

I would like this request polled YES NO

IF YES, Why does it need to be polled _____

(why can it not wait for next scheduled RTC meeting?)

Reviewed and approved to be placed on agenda by:

Presenter/Director

Date

Executive Director

Date

General Session Executive Session

FOR EXECUTIVE DIRECTOR USE

Date: _____

Action taken at _____ meeting held on _____:

_____ Approved _____

_____ Disapproved _____

_____ Tabled _____