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ALL ORIGINALS REQUIRING SIGNATURES AND/OR PRESENTATION MATERIALS MUST BE ATTACHED TO THIS REQUEST! YOU WILL BE TAKEN OFF THE AGENDA IF THE COUNTY MANAGER'S OFFICE DOES NOT HAVE THE ORIGINALS BY THE ABOVE MENTIONED DEADLINE.

FAXED ORIGINALS WILL NOT BE ACCEPTED.

**PROVIDE THE ORIGINAL/PRESENTATION MATERIALS +7 COPIES OF EACH.
NO STAPLES!!!!**

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**Deadline for inclusion of an item is
WEDNESDAY, NOON
prior to the subsequent meeting.**

- **Regular meetings are the second and fourth Wednesday of each month. November and December may vary due to holiday schedule changes.**
- **The Manager's Office prepares a packet, which includes copies of the agenda, contracts, action items and other requests. Packets are mailed to the Commissioners as soon as they are ready. Changes will not be made to the Agenda if packets have already been mailed out.**
- **Agendas are faxed to all news media in the area, as well as posted to the website.**
- **If you have submitted a request, please note that you will be placed on the Agenda unless otherwise notified. If you have not been notified, please make arrangements for either yourself or a representative to be present at the above-mentioned meeting.**
- **To ensure the County Clerk's Office has a copy of ALL executed documents, ALL signed originals will be returned by the County Manager's Office following the Commission Meeting. You will no longer be allowed to leave the Commission Meeting with the signed originals.**
- **Please tab Signature pages.**

IF YOU HAVE TIME CONSTRAINTS, MAKE SURE YOU PLAN AHEAD.

If you have any questions, please feel free to contact Annette at (505) 544-4757.

A CHECKLIST FOR YOU!

Review by Finance Review by County Attorney Filled out request completely Made 7 copies
Turned in request, original(s) with tabbed signature page(s), and copies to Manager's office