

**LARAMIE COUNTY CLERK  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM PROCESSING FORM**

**1. DATE OF PROPOSED ACTION:**

<b>2. AGENDA ITEM:</b> <input type="checkbox"/> Appointments <input type="checkbox"/> Bids/Purchases <input type="checkbox"/> Claims
<input type="checkbox"/> Contracts/agreements/leases <input type="checkbox"/> Grants <input type="checkbox"/> Land Use: Variances/Board App/Plats
<input type="checkbox"/> Proclamations <input type="checkbox"/> Public Hearings/Rules & Reg's <input type="checkbox"/> Reports & Public Petitions
<input type="checkbox"/> Resolutions    Other

**3. DEPARTMENT:**

**APPLICANT:**

**AGENT:**

**4. DESCRIPTION:**

Amount \$

From

To

**5. DOCUMENTATION:**

Originals

Copies

All items are due into the County Clerk's office by noon the Wednesday preceeding the Board meeting. All items must be approved by the Laramie County Attorney. Board meetings are held the first and third Tuesday of each month at 3:30 p.m. For questions, call 633-4266.