



**AGENDA REPORT**  
**December 4, 2018**

**Billfolder**

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**SUBJECT:**

Billfolder

**DEPT/OFFICE:**

Agenda Coordinator

**REQUESTED ACTION:**

It is requested the Board of County Commissioners approve the attached Billfolder.

**SUMMARY EXPLANATION and BACKGROUND:**

The attached Travel request is being submitted to the Board pursuant to the Travel Administrative Order AO-21. This Travel Request was not approved as part of the annual budget process. Approval was received from the County Manager's office.

**ATTACHMENTS:**

**Description**

- **Billfolder from Finance**

Board Meeting of: Dec. 04, 2018

THE FOLLOWING ITEMS ARE BEING PRESENTED TO THE BOARD OF COUNTY COMMISSIONERS FOR ITS ACTION:

**The following is submitted to the board pursuant to Payment for Membership in Professional Organizations  
Policy No. BCC-41**

NONE \$

**The following invoice(s) are being submitted to the board as proper purchasing procedures were not followed and a  
purchase order was not obtained prior to purchasing items or services rendered.**

NONE \$

**The following Travel requests are being submitted to the Board pursuant to the Travel Administrative Order AO-21.  
These Travel Requests either were not approved as part of the annual budget process, or exceeded the approved budget by  
more than 20%. Approval was received from the County Manager's office.**

Raleigh T. Berry III	Cape Coral	Natural Resources	Comprehensive Authorized Agent Training Gopher Tortoise	\$	1,850.00 *
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\* Not included in approved budget  
\*\* Exceeds approved budget by more than 20%





Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

December 5, 2018

**M E M O R A N D U M**

TO: Steve Burdett, Finance Director

RE: Item F.20., Approval of Billfolder

The Board of County Commissioners, in regular session on December 4, 2018, approved the Billfolder, as submitted.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

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cc: Budget