

11.D.7,



**AGENDA REPORT  
May 22, 2018**

**Billfolder**



**AGENDA REPORT  
May 22, 2018**

**Billfolder**

---

**SUBJECT:**

Billfolder / County Manager's Office

**DEPT/OFFICE:**

County Manager

**REQUESTED ACTION:**

It is requested that 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. The travel request either was not approved as part of the annual budget process, or exceeded the approved budget by more than 20%. Approval was received from the County Managers office.

**ATTACHMENTS:**

**Description**

- **Billfolder**



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

May 23, 2018

MEMORANDUM

TO: Steve Burdett, Finance Director

RE: Item II.D.7. Approval of Billfolder

The Board of County Commissioners, in regular session on May 22, 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

/dt

cc: Budget

Board Meeting of: May 22, 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.

Brandon Smith	Cape Coral, FL	Natural Resources	Attend 2018 National Assoc. of Government Communicators Communication School	\$	1,077.00 *
---------------	----------------	-------------------	--	----	------------



\* Not included in approved budget  
\*\* Exceeds approved budget by more than 20%