

Meeting Date
December 19, 2017



AGENDA	
Section	Consent
Item No.	<i>II.D.2</i>

AGENDA REPORT
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Billfolder
DEPT/OFFICE:	Finance / Board of County Commissioners

Requested Action:

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

Summary Explanation & Background:

(This area is currently blank for the summary explanation and background.)

Clerk to the Board Instructions:

Exhibits Attached: Billfolder

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager Frank Abbate <i>[Signature]</i>	Assistant County Manager John Denninghoff	Department Director / Extension
	Interim Assistant County Manager Jim Liesenfelt	



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December 20, 2017

MEMORANDUM

TO: Steve Burdett, Finance Director

RE: Item II.D.2. Approval of Billfolder

The Board of County Commissioners, in regular session on December 19, 2017, 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: Dec. 19, 2017

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.**

Carl Herriott	Tampa, FL.	Housing & Human	Strategic Planning Committee Workshop & Board of Directors Meeting for the Florida Assoc. of Community Action	\$	304.02 *
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* Not included in approved budget

** Exceeds approved budget by more than 20%



Administrative Order: AO-21
IV. Per Diem and Subsistence
A. Approval; paragraph 5

Travel approved as part of the annual budget approval process requires County Manager or designee approval if being substituted by travel that was part of the Board approval process. Any travel that exceeds the Board approved amount by more than 20% will be submitted for Board approval.

Approved A & B Summary
Budgeted Trip Total amount _____

Previous amount paid
Against A & B Trip _____

Total amount on TER _____

_____ Exceeds approved amount by more than 20%

PR Travel Request is not on approved A & B Summary. \$ 304.02

