

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Police Council Meeting Date: 5/22/2014

Department Contact: Jessica Winn Phone # (256) 427-7002

Contract or Agreement: Request of Advance Travel Funds for HPD employee

Document Name: _____

City Obligation Amount: _____

Total Project Budget: \$ 2,520.00

Uncommitted Account Balance: _____

Account Number: 01-5100-0602-1107

Procurement Agreements

<u>Select...</u> <u>MA</u>	<u>Select...</u> <u>N/A</u>
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Grant-Funded Agreements

<u>Select...</u>	<u>Grant Name:</u> _____
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Department	Signature	Date
1) Originating	<i>Denis Morris</i>	5/2/2014
2) Legal		
3) Finance	<i>[Signature]</i>	5/15
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 5/22/2014

Action Requested By:
Police

Agenda Item Type
Resolution

Subject Matter:

Advance Travel Funds Request

Exact Wording for the Agenda:

Resolution authorizing the Mayor to issue travel funds in advance for Police Dept. employee attending the Polygraph Certification Training.

Note: If amendment, please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Employee will be in training from May 12- July 18, 2014. The request of the advance funds is for meals only.

Associated Cost:

Budgeted Item: Select...

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: _____

René Morris

Date: 5/2/2014

RESOLUTION NO. 14 - _____

WHEREAS, Huntsville Police Department requests authorization to issue travel funds in advance as follows:

One (1) person (Officer Richard Harris) to attend Polygraph Certification Training, in Stockbridge, GA, May 12- July 18, 2014.

Meals: \$ 2,520

ADOPTED this the 22nd day of May, 2014.

President of the City Council of
Huntsville, Alabama

APPROVED this the 22nd day of May, 2014.

Mayor of the City of Huntsville,
Alabama