

CITY OF COVINGTON

AGENDA ITEM REQUEST FORM

AIR Form Submission Deadlines

May 10	September 6
May 24	September 27
June 7	October 11
July 5	October 25
July 26	November 8
August 9	November 27
August 23	

Caucus Meeting Date			
Legislative Meeting Date			
Order	Ordinance	Resolution	Presentation

Division/Department Head Signature

Responsible Staff Person

Specific Nature of Request

Description of Request Including Background Information if Relevant

Company/Entity (if multiple, list all)

Value/Cost

Funding Source Including Account No.

Copy of Contract Attached?

Payment Terms

NOTES
Please attach all relevant documents, i.e., draft contracts, resumes, draft development agreements, etc.

SIGNING ORDER

- | | |
|--------------------------------------|------|
| 1. LEGAL DEPARTMENT REPRESENTATIVE | DATE |
| 2. FINANCE DEPARTMENT REPRESENTATIVE | DATE |
| 3. CITY MANAGER | DATE |