



Dublin City Council Agenda Item Memorandum

To be an item for consideration on the Dublin City Council Meeting Agenda, This form, Must be in the City Manager's Office no later than 5:00 P.M. on the Wednesday the week prior to a City Council Meeting.

To: Mayor and Council

From:

Request Date:

Agenda Date:

Proposed Agenda Title and Description:

Budgeted: Yes No

If **YES**: What is the Account Name & Number:

Budget Amount:

Purchase Cost:

Over/Under Budget +/-:

Plan for Budget Overage:

If **NO**: How do you plan to pay for item?

Recommendation and Justification:

Department Head Signature: