



## AGENDA ITEM SUMMARY COVER SHEET

Meeting Date: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

### ITEM DESCRIPTION *(Brief)*

### ITEM DETAIL *(Expanded from Item Description)*

Approval Recommended? \_\_\_\_\_ By: \_\_\_\_\_

Budget Considerations:

### Notes: