



FACT SHEET FOR ITEM

DATE of BOARD MEETING _____

ITEM SUBJECT _____

CIRCLE ALL THAT APPLY – If withdrawal is out of more than one account, please separate.

Operating \$ _____ Budgeted – circle Yes or No

Reserve \$ _____ Budgeted – circle Yes or No

Manager Discretionary \$ _____

LINE ITEM# _____

Other Accounts:

Activity – Activity Fund – Golf – Memorial – RV Park or other possible accounts.

BUDGET EXPLANATION: (please explain if not budgeted)

MOTION FOR RECOMMENDATION: (must be included in the Board minutes)

I move to approve....

DISCUSSION: (see SOP Number of Bids)

This form must be provided before or / at the time of motion to the Board with attachment.