

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 1a

Date of Request: March 3, 2008

Date Request Received: March 3, 2008

Board Meeting Date Requested: March 17, 2008

Board Meeting Date Assigned: March 17, 2008

**Short Title:** Recognition And Congratulations To Ms. Kay Henderson, Administrative Assistant, For Over Forty-Three Years Of Service With North Carolina Cooperative Extension Service In Pender County.

- Request Status:**
- Request is proceeding to Board of Commissioners
  - More information is needed – see attached
  - Request on hold – no further information needed
  - Other:

**Background:** The Board of Commissioners has a long standing tradition of publicly recognizing and congratulating retiring employees for their years of service to the County.

**Specific Action Requested:** Recognize Ms. Henderson and present her with a plaque.

Requested by: Wayne Batten  
Department: Cooperative Extension  
Title: County Extension Director  
Contact Phone: 259-1235  
Contact Fax:

(Administrative Use Only)

## CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grant or
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent: Signed:

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: Signed:

**FINANCE** Sufficient Funds  Available  
Date Rec'd  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: Signed:

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on