



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent **no later than noon on the Tuesday** prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncan03.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: _____

Vendor Requested: _____

Item Request Description: _____

Dollar Amount Requested (if applicable): _____

Fund Requested: _____

Budget/Activity Account Requested: _____

Signature of Requestor/Principal

Date

Signature of Budget Director

Date

Signature of Assistant Superintendent

Date