

**Jessica Allison**

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**Subject:** Requirements for Appropriations Requests

Elected Officials and Department Heads,

When you request for an item be on the Budget Committee's Agenda, please ensure you include all required items.

Section III. D. ix of the Sumner County Commission's rules state the following.

"In no case, shall a proposal for an expenditure, appropriation, acquisition, contract, agreement or deed be considered for approval by the Commission without being accompanied by information to include, at a minimum, a full description of the item(s) or project(s), statement of need, estimated initial costs, alternate solutions and reasons for the recommended proposal, recurring expenses, associated contracts or agreements, and any other materials requested by the Commission. Such information will be made available to the public electronically with the meeting Agenda and approved minutes."

Sincerely,

*David Lawing*

Certified Public Accountant  
Director of Finance, Sumner County, TN