

**MSD Office: MSD Board Agenda Item Request Form**

**This form and supporting documents (if applicable) are due the Thursday before the MSD Board Meeting the following Wednesday at 4:00pm**

Date Received (Office Use)	
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<b>Date of Request:</b>	
<b>Requested by:</b>	
<b>Requested MSD Board Date:</b>	
<b>Topic/Discussion Title:</b>	
<b>Description:</b>	
<b>Requested Action:<sup>1</sup></b>	
<b>Presenter(s):</b>	
<b>Time Needed:<sup>2</sup></b>	
<b>Time Sensitive<sup>3</sup></b>	
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone:</b>	

<sup>1</sup> What you will ask the MSD Board to do (e.g., discussion only, appropriate money, adopt policy, approve contracts) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic be scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.