

**APPLICATION TO THE BOARD OF COUNTY COMMISSIONERS OF MEDINA COUNTY, OHIO  
FOR APPROPRIATION TO ATTEND MEETING, CONFERENCE, SEMINAR**

Date: \_\_\_\_\_

Fund Number(s)	Amount:
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Fund Number(s)	Amount:
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Fund Number(s)	Amount:
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The undersigned respectfully makes application for a total appropriation of \$ \_\_\_\_\_ Dollars,

The probable cost to said County of the actual and necessary expenses in attendance at the:

(name of meeting/conference/seminar) \_\_\_\_\_

located at \_\_\_\_\_

on the date(s) of \_\_\_\_\_

The attendance of the undersigned at the aforesaid meeting/conference/seminar is necessary for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following employee(s) are authorized to attend the above stated meeting:

\_\_\_\_\_  
\_\_\_\_\_

If applicable, \_\_\_\_\_ has been designated as an alternate by the elected official or department head and is authorized to attend **out of state training** on behalf of the elected official. Requirement or need for travel must be documented and attached to this application.

**COMMISSIONERS APPROVAL**

Respectfully submitted,

Resolution No:

Date:

Journal:

Page:

Revised 09-2007

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Typed Name and Title of Department Head