

Chapter 9

Commonly Used Forms

Form 1	Request for Service	Form 21	Adjustment of Water Bill
Form 2	Call for/Notice of Special Meeting of Governing Body	Form 22	Water Service Order Form
Form 3	Request for Special Governing Body Meeting	Form 23	Request for Utility Deposit Refund
Form 4	Action Record	Form 24	Application for Level Payment of Utility Bills
Form 5	Notice of Service	Form 25	Request for Automatic Turn-On
Form 6	Governing Body Meeting Agenda	Form 26	Special Arrangement Form
Form 7	Minutes	Form 27	Information Needed for Red Tag on Electric Meter
Form 8	Ordinance Certification	Form 28	Fireworks Stand Permit
Form 9	No-Fund Warrant	Form 29	Oath of Office
Form 10	Resolution for the Cancellation of Warrants	Form 30	Quarterly Report Worksheet Example
Form 11	Budget Forms Index	Form 31	Community Room Rental Agreement
Form 12	Monthly Financial Reporting	Form 32	New Employee Checklist
Form 13	Bidding Sheet for Bond Purchase	Form 33	Solicitor Permit Application
Form 14	Notice of Bond Sale	Form 34	Trouble Spot
Form 15	Certificate of Bond and Coupon Cremation	Form 35	Disconnection Agreement
Form 16	Certificate for Use Under Kansas Open Records Act	Form 36	Executive Session
Form 17	Card File Format for Tracking Licenses and Permits	Form 37	Citizen Complaint Form
Form 18	City Asset Tracking Sheet	Form 38	Animal Control Sheet
Form 19	Election Calendar	Form 39	Request for Record Inspection
Form 20	Authorization to Draft Account	Form 40	Record Request or Copy Delay Notice
		Form 41	Record Request or Copy Denial Notice
		Form 42	Governing Body Meeting

FORM 1 - REQUEST FOR SERVICE

REQUEST FOR SERVICE			
Date:	_____		
Time:	_____		
Received by:	_____		
	<input type="checkbox"/> Verbal	<input type="checkbox"/> Telephone	<input type="checkbox"/> Facsimile <input type="checkbox"/> Letter <input type="checkbox"/> Other
Made by:	_____		
Address:	_____		
SERVICE REQUEST:			
For:			
<input type="checkbox"/> Street Dept.	<input type="checkbox"/> Water Dept.	<input type="checkbox"/> Police Dept.	
<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> _____		