



## Support Services Division

December 7, 2010

To: Honorable Commissioners Court Fort Bend County  
Fr: Captain Larry Riendeau, Sheriff's Office  
Re: Invoice payment request without Purchase Order

Sirs:

I am requesting the attached invoice from REDJ Specialties, Inc. in the amount of \$812.00 be approved for payment from Sheriff's Office funds without the requisite purchase order. The materials were shipped as a result of a misunderstanding on the part of the vendor assuming an order was authorized by Sheriff Wright's at his request for pricing. The vendor has since been made aware of the process for conducting any future business with Fort Bend County.

Your favorable consideration in this matter is appreciated.

A handwritten signature in blue ink, appearing to read "L. Riendeau", is written over a horizontal line.

L. Riendeau