



HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

TO: Judge Robert Hebert  
Commissioner Richard Morrison  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

FROM: Kent Edwards  
Director of Human Resources

SUBJECT: Commissioners Court Agenda Item  
Purchases Without a Purchase Order

DATE: March 7, 2013

Human Resources is submitting the attached reimbursement request for the March 12, 2013 agenda. On Tuesday March 5, 2013, Beatrice Galan, HR Generalist, Training, ordered and purchased food items from Subway Sandwiches for a Lunch and Learn training scheduled for that day. The purchase was pre-approved and was to be funded by the Special Funds Account. On the day of the training, the vendor could not process payment to the HR Procurement Card, therefore, Ms Galan had to use her own funds to pay for the items.

For several years Human Resources has provided a light lunch at Lunch and Learn trainings, held approximately four times per year. The Special Funds Account is used for these purchases and other miscellaneous items of benefit to all employees of the County. Funds in this account come from proceeds from vending machines in County facilities.

Vendor #	11730	
Vendor Name	Beatrice Galan	
Address	301 Jackson St.	
City	Richmond	
State	Zip Code	Date
Texas	77469	03/05/13

Amount	174.50
Total	174.50

Kent H. Ellis

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Authorized Department Approval

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Treasurer's Register Stamp and Number

SALE RECEIPT

Store #4245 tko 03/05/13 10:23:04  
Subway Sandwiches & Salads  
5042 Ave H  
#108

Rosenberg Tx 77471  
281-341-6866

Trans# 17 Clerk 20 Anabell  
Dwr1 TRDT 030513 Reg-ID REG-MAIN

Receipt # 0000481068

--- ITEM ---	QTY	PRICE	MEMO	PLU
CHIPS	35	\$ 1.10		10020
		=\$ 38.50		
PTY PLTR-R	1	\$ 34.00		10204
PTY PLTR-R	1	\$ 34.00		10204
PTY PLTR-R	1	\$ 34.00		10204
PTY PLTR-R	1	\$ 34.00		10204

SUBTOTAL \$ 174.50  
Sales Tx \$ 0.00

TAKE-OUT \*\*TOTAL \$ 174.50  
CredCardAMT TEND \$ 174.50

CHANGE DUE\$ 0.00

How'd we do? Get a free cookie.  
Take 1 min. survey at [www.tellsbway.com](http://www.tellsbway.com)

Approval No: 06353A  
Reference No: 306416588236  
Acquired: Swipe  
Account No: \*\*\*\*\*3986  
Card Issuer: Visa  
Amount: \$174.50

Signature:

X  
I agree to pay above total amount  
according to the Card Issuer Agreement.

Take our 1-minute Survey at  
[www.tellsbway.com](http://www.tellsbway.com) and receive a free  
cookie. Keep your receipt and write  
your unique coupon code  
here \_\_\_\_\_.

Host Order ID: 624-76-781775



## ***Human Resources Team Communication***

# **KEEP IT SAFE**

## **Lunch & Learn**

**Presented by  
BBVA Compass**

*There are many consumer protection laws that protect your rights as a consumer, and knowing your legal rights can help you protect your money.*

Join us for lunch and receive general information on the laws and regulations that protect your rights as a consumer. Learn how to guard against identity theft and elder financial abuse and how to be financially prepared when a disaster strikes.

- Recognize how federal deposit insurance protects deposits
- Learn how to guard against identity theft
- Identify how to prevent elder financial abuse
- Learn how the various types of insurance will help you manage risks
- Recognize the need to plan for unexpected death & disability
- Describe the ways you need to be financially prepared for disasters

*Limited seating. Registration is required.*

**Date: Tuesday, March 5, 2013**

**Time: 12:10pm to 12:50pm**

**Lunch will be provided beginning at 12:00 noon**

**Location: Travis Building, 1<sup>st</sup> floor break room  
301 Jackson Street, Richmond, TX 77469**

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To enroll go to **Employee Self Service**, click on **Training**, click on **Register by Course**, click on **Keep It Safe** and click on the # of the session

Or contact Beatrice Galan at HR at 281-238-3336 or [Beatrice.Galan@co.fort-bend.tx.us](mailto:Beatrice.Galan@co.fort-bend.tx.us) for assistance in enrolling.

Limited seating. Registration is required.