



HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

MEMORANDUM

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

From: Kent Edwards,
Director of Human Resources

Subject: HR Agenda Items for April 23, 2013 Commissioners Court

Date: April 10, 2013

The following information is a summary of the HR agenda items for the April 23, 2013 Commissioners Court.

Human Resources is requesting approval for payment by invoice transmittal to the Fort Bend Herald and the Gulf Coast Tribune for employment advertisements. HR ran the ads to boost recruitment efforts for a variety of open positions in the County, but neglected to get timely requisitions for the ads. Procedures have been put in place to prevent further occurrences of purchases without a purchase order.

Details as follows:

Fort Bend Herald: Invoice # 152 for ads placed March 24 to March 31, 2013. Total due \$295.20

If you have any questions, please do not hesitate to contact me at 281-341-8631.

KE/ir

Fort Bend Herald

and Texas Coaster

P.O. Box 1088 • Rosenberg, TX 77471-1088

Fax # 281-342-3219

Pecan Grove Monthly
New Territory Monthly
Greatwood Monthly



1902 Fourth St. • Rosenberg, TX 77471-514
(281) 342-4474 • (281) 342-3219

Remit Payment To:

P.O. Box 1088 • Rosenberg, TX 77471-1088

KIM DZIERZANOWSKI
FT BEND CO HUMAN RESOURCES
301 JACKSON STREET,
SUITE 243
RICHMOND, TX 77469

To charge this amount to your credit card, please complete the following information and return to the address above:

[] Visa [x] Mastercard [] Discover [] American Express,

Acct# _____ Exp. Date: _____

Signature: _____

Acct No: b0111442

PLEASE RETURN TOP PORTION OF THIS STATEMENT WITH PAYMENT.

TERMS - NET 30 DAYS. ALL PAST DUE CHARGES ARE SUBJECT TO A SERVICE CHARGE OF 1.5% PER MONTH, \$1.00 MINIMUM.

Date	Ref.	Description	Inches	Rate	Charges	Payments	Amount
03/24/2013	01175100	MULTI POSITIONS 01 Fort Bend Herald - MULTI POSI	12.00	7.20	86.40		86.40
03/27/2013	01178037	MULTI POSITIONS 02 Fort Bend Extra - MULTI POSITI	12.00	3.00	36.00		122.40
03/27/2013	01177410	MULTI POSITIONS 01 Fort Bend Herald - MULTI POSI	12.00	7.20	86.40		208.80
03/31/2013	01179602	MULTI POSITIONS 01 Fort Bend Herald - MULTI POSI	12.00	7.20	86.40		295.20
<p>PREPARED BY: <i>K Dzierzanowski</i> 4/3/13 EXT. 8616 <i>1004/2100 / 83000</i></p>							
Balance Forward		Total Payments	Total Charges	Total Inches	Earned Discount If Paid by 20th		Balance Due
0.00		0.00	295.20	48.00	0.00		295.20

Due and Payable in Fort Bend County, Texas

PAY AMOUNT
IN THIS BLOCK

KIM DZIERZANOWSKI

Acct No: b0111442

Billing Date: 03/31/13

Current	AGING				BALANCE DUE
	30 Days	60 Days	90 Days	120+ Days	
295.20	0.00	0.00	0.00	0.00	295.20

APR 02 '13 PM 03:36