



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:

Gulf Coast Tribune: Invoice # 20395, March 21, 2013, \$67.50

Gulf Coast Tribune: Invoice # 20396, March 28, 2013, \$67.50

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

KE/ir

The Gulf Coast Tribune
3115 School Street
P.O. Box 488
Needville, TX 77461

Statement

DATE

4/5/2013

BILL TO

FT BEND COUNTY HUMAN RESOURCES
ATTN CAROLYN MANVILLE
301 JACKSON ST STE 243
RICHMOND TX 77469-3108

TERMS

AMOUNT DUE

AMOUNT ENC.

\$135.00

DATE	DESCRIPTION	AMOUNT	BALANCE
02/28/2013	Balance forward		0.00
03/21/2013	INV #20395 - 3X4.5	67.50	67.50
03/28/2013	INV #20396 - 3X4.5 HELP WANTED	67.50	135.00

APR 05 13 PM04:23

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
0.00	0.00	135.00	0.00	0.00	\$135.00

(979) 793-6560. Please return top portion with your remittance, if your DBA is different than your check.
NOW ACCEPTING VISA/MC/DISCOVER

The Gulf Coast Tribune

3115 School Street
P.O. Box 488
Needville, TX 77461

Invoice

DATE	INVOICE #
3/21/2013	20395

BILL TO
FT BEND COUNTY HUMAN RESOURCES ATTN CAROLYN MANVILLE 301 JACKSON ST STE 243 RICHMOND TX 77469-3108

P.O. NO.

TERMS

PROJECT

QUANTITY	DESCRIPTION	RATE	AMOUNT
13.5	CLASSIFIED DISPLAY LIVE IN FT BEND COUNTY WORK IN FT BEND COUNTY	5.00	67.50

APR 08 '13 PM04:23

Total

\$67.50

The Gulf Coast Tribune

3115 School Street
P.O. Box 488
Needville, TX 77461

Invoice

DATE	INVOICE #
3/28/2013	20396

BILL TO
FT BEND COUNTY HUMAN RESOURCES ATTN CAROLYN MANVILLE 301 JACKSON ST STE 243 RICHMOND TX 77469-3108

P.O. NO.

TERMS

PROJECT

QUANTITY	DESCRIPTION	RATE	AMOUNT
13.5	CLASSIFIED DISPLAY LIVE/WORK IN FORT BEND COUNTY	5.00	67.50

APR 08 '13 PM04:23

Total

\$67.50