



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 May 14, 2013 Commissioners Court

Date: May 3, 2013

The following information is a summary of the HR Agenda Items for the May 14, 2013 Commissioners Court.

Human Resources is requesting approval for payment by invoice transmittal to the Fort Bend Herald for employment advertisements.

This completes the payments authorized by Commissioners' Court Agenda Item 28 (A) on April 23, 2013. That invoice was for ads run in March, and this item is for the final ad which was run in April.

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 # 145 for ads placed April 3, 2013. Total due \$122.40

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

KE/ir

Fort Bend Herald and Texas Coaster

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

• Advertising Statement/Invoice •

145

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 ☐ 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
04/03/2013	01182742	Balance Forward - 4/1/13 MULTI POSITIONS			295.20		295.20
04/03/2013	01182197	02 Fort Bend Extra - MULTI POSITI MULTI POSITIONS	12.00	3.00	36.00		331.20
04/25/2013	01196135	01 Fort Bend Herald - MULTI POSI Payment Check 712659	12.00	7.20	86.40	-295.20	417.60 122.40
b0:50-181.20 10/11							
Balance Forward		Total Payments	Total Charges	Total Inches	Earned Discount If Paid by 20th		Balance Due
295.20		-295.20	122.40	24.00	0.00		122.40

Due and Payable in Fort Bend County, Texas

PAY AMOUNT
IN THIS BLOCK

KIM DZIERZANOWSKI

Acct No: b0111442

Billing Date: 04/30/13

Current	AGING				BALANCE DUE
	30 Days	60 Days	90 Days	120+ Days	
122.40	0.00	0.00	0.00	0.00	122.40