



Houston HIDTA
6311 Vantage Pkwy W
Suite 200
Houston TX 77032
(281) 372-6857

Arenas County
Brooks County
Fort Bend County
Galveston County
Harris County
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Liberty County
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Nueces County
Orange County
Refugio County
San Patricio County
Victoria County

August 18, 2013

Fort Bend County Sheriff's Office
Attn: Ms. Lou Ann Mullings
1410 Williams Way Blvd
Richmond, TX 77469

Ms. Mullings,

Houston HIDTA is kindly requesting that Fort Bend County Sheriff's Office (FBCSO) pay the attached invoice from Shriver Office Supply for Kenedy County using the Domestic Highway Enforcement (DHE) Supplemental Grant G12HN0010A. The DHE funds for Kenedy County were transferred into FBCSO grant balance on May 17, 2013 to benefit Kenedy County in their DHE efforts.

We understand this request is outside the normal policies and procedures of FBCSO. All future requests of FBCSO to serve as a fiscal agent for surrounding agencies utilizing DHE funds will follow one of the following procedures:

- 1) An approved Memorandum of Understand (MOU) between FBCSO and the participating agency, and/or
- 2) An issued FBCSO purchase order number for any purchase made by participants in the DHE grant funds.

We greatly appreciate your attention to process this invoice.

Best Regards,

F. Mike McDaniel
Director Houston HIDTA