

Memo

Fort Bend County Sheriff's Office

To: Kristien Rouse

From: Captain C. Hillegeist

CC:

Date : 04/14/2015

Reference: Emergency work order for the cooler



Kristen, on March 18th, 2015 the Property room needed to call out Warren Refrigeration to service the cooler in the Evidence room. This was an immediate need so that evidence would not be damaged or destroyed. This request was done without receiving a PO number prior to the work being completed.

Thank you.

Captain Cheryl Hillegeist