




FORT BEND COUNTY CLERK

LAURA RICHARD
COUNTY CLERK

301 Jackson Street, Richmond TX 77469-3108

(281) 341-8685

www.fortbendcountytexas.gov

TO: MEMBERS OF COMMISSIONERS COURT
FROM: LAURA RICHARD, COUNTY CLERK 
DATE: MARCH 28, 2017
RE: APRIL 4, 2017 AGENDA

AGENDA COUNTY CLERK Discuss and consider approving an increase in the change fund by \$600.00 from the General Fund to accommodate three cash drawers and a change fund at the new Sienna Annex office.

BACKGROUND:

Due to the opening of a new location, it is necessary to create three registers and a change fund at the new Sienna Annex office in order to assist customers and cashier money.

RECOMMENDATION:

Approve the creation of a \$600.00 change fund to accommodate the opening of the new Sienna Annex location.

If you have questions, please contact me at 832-471-1616.

INVOICE TRANSMITTAL

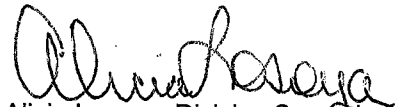
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| Accounting Unit (9 digit) |
| 100409100 |
| Account (5 digit) |
| 10010 |
| Grants & Projects (If needed) |
| Activity |
| Account Category |

| | | |
|--------------------|--|-----------------|
| Vendor # | 13879 14 | |
| Vendor Name | Fort Bend County (County Clerk) | |
| Address | 301 Jackson Street | |
| City | Richmond | |
| State | Zip Code | Date |
| TX | 77469 | 03/28/17 |

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| Invoice #/Invoice Date/Desc |
| Increase in Change Fund to Accommodate |
| 3 Cash Drawers and Change Fund for the |
| new Sienna Annex Office |
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|-----------------|
| Amount |
| \$600.00 |
| |
| |
| |
| Total |
| \$600.00 |

| |
|----------------------------------|
| County Auditor's Use Only |
| CC Approval Date _____ |
| Check Type _____ |
| Audited By _____ |
| Received |
| |
| |
| |
| Paid |
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|---|
|  Alicia Losoya, Division Supervisor Authorized Department Approval |
| Treasurer's Register Stamp and Number |