



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 *LR*

DATE: NOVEMBER 2, 2017

RE: NOVEMBER 14, 2017 AGENDA
CREATION OF PROBATE CHANGE FUND FOR COUNTY COURT AT LAW #6

AGENDA, COUNTY CLERK discuss and consider approving the creation of a \$40 probate change fund to be utilized by the clerk in the courtroom to accommodate the addition of County Court at Law #6, effective January 1, 2018.

BACKGROUND:

Due to the creation of County Court at Law #6 it will be necessary to have a \$40 probate change fund established to assist the clerk in the courtroom with processing customer filing, copy, and issuance requests during probate hearings. Currently, the County Clerk maintains a designated change fund in the same dollar amount for use by the clerk in all five County Courts at Law.

RECOMMENDATION:

Approve the creation of a \$40 probate change fund designated for the clerk to provide customer service during probate hearings in County Court at Law #6.

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

INVOICE TRANSMITTAL

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	11/02/17

Invoice #/Invoice Date/Desc
Creation of a probate change fund to be utilized
by the clerk in the courtroom to accommodate the
addition of County Court at Law No. 6.

Amount
\$40.00
Total
\$40.00

County Auditor's Use Only
CC Approval Date _____
Check Type _____
Audited By _____
Received
Paid


 Alicia Losoya, Division Supervisor
 Authorized Department Approval

Treasurer's Register Stamp and Number