

**ASSIGNED ID AND LAWSON ACTIVITY REQUEST FORM
FOR CERTIFICATES OF OBLIGATION FUNDED ITEMS
APPROVED OUTSIDE THE ANNUAL BUDGET**

This form is used only when requesting new funding outside of the annual budget process

Complete all information and submit to Auditor email: AuditorCO@fbctx.gov

Auditor's Office will provide accounting information within 2 business days

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| Requesting Department: | <u>Information Technology</u> |
| Contact Person: | <u>Adriana Plantinos</u> |
| Contact Email: | <u>adriana.plantinos@fortbendcountytexas.gov</u> |
| Brief Description: | <u>Disaster Recovery Site</u> |
| Estimated Start Date: | <u>5/1/2024</u> |
| Estimated End Date: | <u>7/30/2024</u> |
| Approval Court Date: | <u>4/23/2024</u> |
| Approval Agenda Item: | <u></u> |
| Total Approved Appropriation: | <u>\$1,808,903.00</u> |

Detailed Description:

A Disaster Recovery Site (DR) is a facility used during disaster events that contains backups of data, systems, and other technology infrastructure.

Justification for not Requesting During Budget Process:

Establishes a Disaster Recovery site if the primary location and its systems fail due to an unforeseen event, while ensuring continuity operations.

FOR AUDITOR USE ONLY:

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|--------------------------|---------|
| Assigned ID #: | <u></u> |
| Initial Accounting Unit: | <u></u> |
| Activity: | <u></u> |
| Approved by: | <u></u> |
| Date: | <u></u> |

Note: Account and Account Category are determined by requisition details.

Accounting Units are subject to change.