

**LAWSON ACCOUNTING UNIT REQUEST FORM
FOR DEBT SERVICE - LEASE OR SBITA FUNDED ITEMS
APPROVED OUTSIDE THE ANNUAL BUDGET**

ed only when requesting new funding outside of the annual budget process
plete all information and submit to email: Accounting@fbctx.gov
r's Office will provide accounting information within 2 business days

Requesting Department: Information Technology
Contact Person: [Adriana Plantinos](#)
Contact Email: adriana.plantinos@fortbendcountytx.gov

Brief Project Description: Disaster Recovery Site

Estimated Start Date: 10/1/2025
Estimated End Date: 9/30/2029

Approval Court Date: 9/10/2024
Contract ID #: _____
Total Approved Appropriation: \$1,105,300.00

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:	
Initial Accounting Unit:	_____
Assigned by:	_____
Date:	_____

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

Requesting Department: Information Technology
Contact Person: John Doe
Contact Email: John.Doe@fbctx.gov

Brief Project Description: GIS Enterprise

Estimated Start Date: 10/1/2023
Estimated End Date: 9/30/2026

Approval Court Date: 11/13/2023
Contract ID #: 24-IT-100126
Total Approved Appropriation: \$920,000.00

Example

Detailed Description:

Axim Geospatial Cloud Services for 3 years.

Justification for not Requesting During Budget Process:

Changed from annual contract to multi-year contract post budget.

FOR AUDITOR USE ONLY:	
Initial Accounting Unit:	<u>605801030</u>
Assigned by:	<u>John Doe</u>
Date:	<u>11/15/2023</u>