FORT BEND COUNTY FY 2009
COMMISSIONER'S COURT AGENDA REQUEST FORM
Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: April 29, 2009		**Submitted By:**	**Kent Edwards**
		Department:	**Human Resources**
Court Agenda Date: May 5, 2009		**Phone Number:**	**281-341-8631**

SUMMARY OF ITEM:

Take all appropriate action to authorize payment without a purchase order in the amount of $367.70 to Seewee's Travel By Jackie for approved travel to San Diego, CA (Fund: Human Resources, Travel)

RENEWAL AGREEMENT/APPOINTMENT **YES** ☐ **NO** ☒
REVIEWED BY COUNTY ATTORNEY'S OFFICE: **YES** ☐ **NO** ☒

FINANCIAL SUMMARY:

BUDGETED ITEM: **YES** ☐ **NO** ☒

FUNDNG SOURCE: **Accounting Unit:** **Account Number:**
Activity (If Applicable):

REQUIRES AUDITOR TO CERTIFY FUNDS: **YES** ☐ **NO** ☒

Instructions to submit Agenda Request Form:

- **Completely fill out agenda form: incomplete forms will not be processed.**
- **Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.**
- **All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.**

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☐ **(✓ when completed)**
If by E-Mail to ospindon@co.fort-bend.tx.us **If by Fax to (281) 341-8609**
Distribute copies with back-up to all listed below. If by fax, send to numbers below:

☒	**Auditor**	**(281-341-3774)**	☒	**Comm. Pct. 1**	**(281-342-0587)**
☒	**Budget Officer**	**(281-344-3954)**	☒	**Comm. Pct. 2**	**(281-403-8009)**
☐	**Facilities/Planning**	**(281-633-7022)**	☒	**Comm. Pct. 3**	**(281-242-9060)**
☐	**Purchasing Agent**	**(281-341-8642)**	☒	**Comm. Pct. 4**	**(281-980-9077)**
☐	**Information Technology**	**(281-341-4526)**	☐	**County Clerk**	**(281-341-8697)**
☐	**Other:**		☐	**County Atty**	**(281-341-4557)**

RECOMMENDATION / ACTION REQUESTED:

Take all appropriate action to authorize payment without a purchase order in the amount of $367.70 to Seewee's Travel By Jackie for approved travel to San Diego, CA (Fund: Human Resources, Travel)

Special Handling Requested (specify):