

**FORT BEND COUNTY    FY 2009**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
 Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: <b>May 6, 2008</b>	Submitted By: <b>Laura Dougherty</b>
Court Agenda Date: <b>May 12, 2009</b>	Department: <b>Facilities Management &amp; Planning</b>
	Phone Number: <b>281-633-7017</b>

<b>SUMMARY OF ITEM:</b>	
<b>Approve Invoice # 29649 in the amount of \$779.40, from 2M Business Products, for FF&amp;E for Commissioner Pct 1.</b>	
RENEWAL AGREEMENT/APPOINTMENT	YES <input type="checkbox"/> NO <input type="checkbox"/>
REVIEWED BY COUNTY ATTORNEY'S OFFICE:	YES <input type="checkbox"/> NO <input type="checkbox"/>
List Supporting Documents Attached: <b>Invoice</b>	

<b>FINANCIAL SUMMARY:</b>	
BUDGETED ITEM: YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
FUNDING SOURCE: Accounting Unit: <b>732418888</b>	Account Number:
Activity (If Applicable): <b>P418B-09FACBLDOU</b>	
DESCRIPTION OF LAWSON ACCOUNT: <b>Facilities BuildOut</b>	

<b><u>Instructions to submit Agenda Request Form:</u></b>	
<ul style="list-style-type: none"> <li>• Completely fill out agenda form: incomplete forms <b>will not</b> be processed.</li> <li>• Agenda Request Forms should 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.</li> <li>• All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.</li> </ul>	
<b><u>DISTRIBUTION:</u></b>	
Original Form Submitted with back up to County Judge's Office <input type="checkbox"/> (✓ when completed)	
If by E-Mail to <a href="mailto:ospindon@co.fort-bend.tx.us">ospindon@co.fort-bend.tx.us</a>	If by Fax to (281) 341-8609
Distribute copies with back-up to all listed below. If by fax, send to numbers below:	
<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input checked="" type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input checked="" type="checkbox"/> Information Technology (281-341-4526)	<input checked="" type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

<b><u>RECOMMENDATION / ACTION REQUESTED:</u></b>
Special Handling Requested (specify): <b>Please Approve</b>



Receiver  
FM90370

14116

# INVOICE

13955 Murphy Rd. #107  
Stafford TX 77477  
(281) 499-4035  
http://www.2mbp.com

*0260 PM  
5-5-9*

RECEIVED  
APR 28 2009  
BY: \_\_\_\_\_

Date  
Invoice #

4/6/2009  
29649

Terms  
PO #  
Acct. Mgr.  
Order #

29949  
Sales Order #1368

### Bill To

FBC-County Auditor  
301 JACKSON  
RICHMOND TX 77469  
United States  
PO# 29949  
R# 60559

RECEIVED  
APR 30 2009  
BY: *SM*

### Ship To

FBC-County Auditor  
301 JACKSON  
RICHMOND TX 77469  
United States

Facility

Stock #	Qty Ord.	Qty Shipped	B/O Qty.	Description	Unit Price	Total
OFC-7121 MIDBACK CHAIR	6	6	0	OFC-7121 MIDBACK CHAIR ✓	129.90	779.40

Total \$779.40

*Longberg*

MERCHANDISE MUST BE RETURNED WITHIN 30 DAYS OF INVOICE DATE IN ORIGINAL PACKING AND RESALEABLE CONDITION FOR CREDIT

RECEIVED  
APR - 7 2009  
County Auditor

### Remittance Slip

Customer	Invoice #	Amount Due	Amount Paid
H670	29649	\$779.40	\$ 779.40

### Please Enter Your Credit Card Information

Type: \_\_\_ Discover \_\_\_ Master Card \_\_\_ VISA \_\_\_ American Express  
Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_ Month \_\_\_ Year  
Signature: \_\_\_\_\_

### 2M Business Products

13955 Murphy Rd. #107  
Stafford TX 77477