

**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, 2009</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 # 30080498, in the amount of \$1,366.20, from Intensa, Inc. for FF&amp;E costs associated with the Jail Expansion.</b>	
<b>RENEWAL AGREEMENT/APPOINTMENT</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>REVIEWED BY COUNTY ATTORNEY'S OFFICE:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>List Supporting Documents Attached: <a href="#">Invoice</a></b>	

<b>FINANCIAL SUMMARY:</b>	
<b>BUDGETED ITEM:</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<b>FUNDING SOURCE:</b>	Accounting Unit: <b>732418888</b> Account Number:
	Activity (If Applicable): <b>P418B-06JAILEXP</b>
<b>DESCRIPTION OF LAWSON ACCOUNT: <a href="#">Jail Expansion Project</a></b>	

<b>Instructions to submit Agenda Request Form:</b>	
<ul style="list-style-type: none"> <li>• Completely fill out agenda form: incomplete forms <u>will not</u> 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>DISTRIBUTION:</b>	
<b>Original Form</b> 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><a href="#">Please Approve</a></b>

18891  
732

FM90368



Intensa, Inc.  
PO Box 5981  
High Point, NC 27262

*OK to pay  
Jeffrey  
3-5-09*

# Intensa Invoice

Date	Invoice #
3/10/2009	30080498

PO# 27200 R# 60560

<b>Bill To</b>
County Auditor 301 Jackson Richmond, TX 77469

<b>Ship To</b>
Sheriff 1410 Ransom Rd Richmond, Tx 77469

P.O. No.	Ship Date	Terms	Rep	Ship Via	FOB	Code	Tag/Sidemark
27200	3/10/2009	Net 30	GGG	UPS	Trinity, NC	8	

Item	Description	Qty	Rate	Amount
991	Physician Exam Stool with 360 Degree Hand Release and Black Composite Base. Color: IN-Black *****ADD FOOT REST*****	✓ 5	200.20	1,001.00
500 Exam Lamp	Economy Style Exam Lamp with Adjustable Gooseneck Arm  CALL LT QUAM 281-341-4669 FOR DELV. 1zw183v70344298507	✓ 4	91.30	365.20

RECEIVED  
APR 3 2009  
BY: *[Signature]*

RECEIVED  
MAR 13 2009  
County Auditor

<b>Total</b>	\$1,366.20
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,366.20

*Longhoke*