

**FORT BEND COUNTY**  
**COMMISSIONERS COURT AGENDA REQUEST FORM 2009**  
 RETURN TO: AGENDA COORD.-COUNTY JUDGE'S OFFICE

DATE SUBMITTED: May 26, 2009                      SUBMITTED BY: Robert E. Hebert, County Judge  
 AGENDA#  
 DEPARTMENT: County Judge  
 COURT AGENDA DATE: 2 June 2009                      PHONE NO.:281-341-8608

**SUMMARY OF ITEM:** Reimbursement request for purchase made without a purchase order by Judge Ross Sears for award incentives (candy) for Drug Court participants in the amount \$132.41 made on Feb. 25, 2009. This is reimbursable through our non county funds: 100570999 / 63600 / R570-DRCRTINCEN / 22700. This fund is made up of private donations to be used for Drug Court participants.

**RENEWAL CONTRACT/AGREEMENT:**                      Yes ( )    No ( )  
**LIST SUPPORTING DOCUMENTS ATTACHED:** receipt for award incentives (candy purchase), invoice transmittal

**FINANCIAL SUMMARY:**

<b>BUDGETED ITEM:</b>	<b>ANNUALIZED DOLLARS:</b>	<b>COMMENTS: 1 invoice total \$132.41</b>
N/A ( ) One Time ( )	Other Costs [See Budget detail]	Personnel Costs                      Yes ( ) No ( )
State of Texas    Recurring ( )	Required County Match [First Year]	Total Costs                      Funding Source:
Fund 100570999    Agency 5701A	Object R570-DRCRTINCEN /22700	N/A                      ( )

**Original Form Submitted with back up to County Judge's Office: Yes ( )**

**CC with back up:**

yes ( ) Auditor                      (281-341-3774)	yes ( ) Comm. Pct. 1                      (281-342-0587)
yes ( ) Budget Officer                      (281-344-3954)	yes ( ) Comm. Pct. 2                      (281-403-8009)
yes ( ) County Attorney                      (281-341-4557)	yes ( ) Comm. Pct. 3                      (281-242-9060)
yes ( ) Purchasing Agent                      (281-341-8642)	yes ( ) Comm. Pct. 4                      (281-980-9077)
yes ( ) County Clerk                      (281-341-8697)	

- Instructions for submitting an Agenda Request:**
1. Completely fill out agenda form. Incomplete forms will not be processed.
  2. Fax or inter-office copies of agenda form with all back up information by Wednesday at 2:00 p.m. to departments listed above.
  3. All original backup must be received in the County Judges Office by 2:00 p.m. on Wednesday.

**RECOMMENDATION / ACTION REQUESTED:**

Requesting approval for reimbursement of \$ 132.41 to Judge Ross Sears, Sanctions Court, for award incentives purchased without a purchase order, for Drug Court participants.

# INVOICE TRANSMITTAL

<b>Accounting Unit (9 digit)</b>
100570999
<b>Account (5 digit)</b>
63600
<b>Grants &amp; Projects (If needed)</b>
<b>Activity</b>
R570-DRCRTINCEN
<b>Account Category</b>
22700

<b>Vendor #</b>	12231	
<b>Vendor Name</b>	Judge Ross Sears	
<b>Address</b>	3851 Indian Point	
<b>City</b>	Missouri City	
<b>State</b>	<b>Zip Code</b>	<b>Date</b>
TX	77459	06/02/09

<b>Invoice #/Invoice Date/Desc</b>
Order Summary #32643
25-Feb-09
Southwest Candy
candy for Drug court participants as award
incentives. \$132.41

<b>Amount</b>
132.41
<b>Total</b>
\$132.41

<b>County Auditor's Use Only</b>	
CC Approval Date	_____
Check Type	_____
Audited By	_____
Received	
Paid	

  
 \_\_\_\_\_  
 Authorized Department Approval

Treasurer's Register Stamp and Number

*Handwritten signature/initials*

Print Window | Close Window

**Order Summary #32643**

**Southwest Candy**  
 7825 E. Evans Road  
 Suite 900  
 Scottsdale, AZ 85260  
 UNITED STATES

**INVOICE**

**Order No:** 32643  
**Date:** 02/25/2009 1:32 17 PM  
**Total:** \$132.41  
**Payments(processed):** \$132.41  
**Payments(un-processed):** \$0.00  
**Balance:** \$0.00

**Bill To:** Ross Sears  
 3851 Indian Point  
 Missouri City, TX 77459  
 UNITED STATES

**Phone:** 281-431-5525  
**Fax:** 281-431-5388  
**Email:** rosssears@gmail.com

**Order Contents**

Shipment	SKU	Item	Price	Quantity	Ext. Price
50143	LF8224	LifeSavers 13 Flavor Variety	\$39.48	1	\$39.48
50143	DISCOUNT	5% Discount	\$-1.97	1	\$-1.97
50143	TR700TR700	Tootsie Roll Midgees 32lbs./2087pcs. \$75.50	\$75.50	1	\$75.50
50143	DISCOUNT	5% Discount	\$-3.78	1	\$-3.78
50143	SHIPPING	FedEx Ground	\$23.18	1	\$23.18

**Order Total: \$132.41**

**Payments**

Date	Description	Processed Amount
02/25/2009 1:32 16 PM	American Express - x2000	Yes \$132.41

**Total Payments: \$132.41**

**Order Shipments: (VIEW DETAILS)**

Shipment(s)	Details
Shipment #1	<p><b>Shipped On:</b> Not Shipped</p> <p><b>ID Number:</b> 50143</p> <p><b># Line Items:</b> 5</p> <p><b>Total Value:</b> \$132.41</p> <p><b>Total Weight:</b> 44 lb</p>