

AGENDA ITEM

24B

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: July 07, 2009

Submitted By: Scott Wiegat

Court Agenda Date: July 14, 2009

Department: Road & Bridge

Phone Number: 281-238-3607

SUMMARY OF ITEM: Take all appropriate action to authorize payment by Invoice Transmittal in the amount of \$158.93 to Hlavinka Equipment Company Rosenberg for Tractor Repairs without a Purchase Order.

RENEWAL AGREEMENT/APPOINTMENT YES NO

REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit:155611100 Account Number: 63600
Activity (If Applicable): R&B 40260

DESCRIPTION OF LAWSOM ACCOUNT: Operating Supplies

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- 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.
- 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:

<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 type="checkbox"/>	Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/>	Comm. Pct. 3	(281-242-9060)
<input type="checkbox"/>	Purchasing Agent	(281-341-8642)	<input checked="" type="checkbox"/>	Comm. Pct. 4	(281-980-9077)
<input type="checkbox"/>	Information Technology	(281-341-4526)	<input type="checkbox"/>	County Clerk	(281-341-8697)
<input type="checkbox"/>	Other:		<input type="checkbox"/>	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

INVOICE TRANSMITTAL

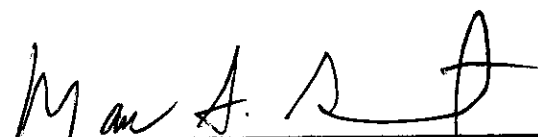
Accounting Unit (9 digit)
155611100
Account (5 digit)
63600
Grants & Projects (If needed)
Activity
R&B
Account Category
40260

Vendor #	13679	
Vendor Name	Hlavinka Equip. Co. Rosenberg	
Address	P.O. Box 1726	
City	Rosenberg	
State	Zip Code	Date
TX	77471	07/07/09

Invoice #/Invoice Date/Desc
#22247-1 dated 1/7/09 for repairs to tractor

Amount
158.93
Total
158.93

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



 Authorized Department Approval

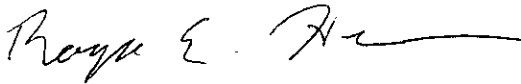
Treasurer's Register Stamp and Number

SERVICE INVOICE

BILLED TO			
FORT BEND COUNTY ROAD & BRIDGE DEPT P O BOX 148 RICHMOND TX 77406-0148		HLAVINKA EQUIP. CO. ROSENBERG 3709 HWY 59 SOUTH P.O. BOX 1726 ROSENBERG, TX 77471	

JOB NO.	MILES / HRS	P.O. NO.	CUST. NO.	PAYMNT	CUSTOMER LABOR RATES	TYPE	INVOICE NO
4712	1237		18171	CHARGE ALLOWED		S	22247 - 1 [01/05/2009]

VEHICLE SERIAL NO.	STOCK NO.	VEHICLE DESCRIPTION	LICENSE	INVOICE DATE
59177		M9540 TRACTOR Contact Phone: (713) 942-4519		01/07/2009

LINE	TYPE	MECH	REPAIR DESCRIPTION W / PARTS AND LABOR	QUANTITY	EXTENSION
1	C	AAS	C CHECK TRANSMISSION AND REAR END WHINE PATRICK G		
		PMG	F Checked customer complaint of transmission and rear end, checked oil level 1st transmission was low, no oil showing on dipstick. Filled transmission w/oil. I also checked the rear axle, it was low, I topped off. I drove tractor in all gears. I could not duplicate the customers complaint this time.		
			L LABOR NON-TAX NT		98.00
		RWS	F OIL, 2.5 GAL UDT FLUID (CASE D 70000-20002 060.93	1.00	60.93
			Subtotal this section.....		158.93
THANK YOU FOR YOUR BUSINESS <i>Certified original</i> 6-2-09 					
			Parts charges.....		60.93
			Labor charges.....		98.00
			TOTAL CHARGES.....		158.93
			Plus applicable sales tax.....		0.00

I hereby authorize the below repair work to be done along with necessary materials. You and your employees may operate vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on vehicle to secure the amount of repairs thereto. You are not responsible for loss of or damage to the motor vehicle or its contents due to collision not due to your negligence; or due to fire, theft or other casualty regardless of whether or not such fire, theft or other casualty is due to your negligence; and you and your agents are hereby released from any and all claims for such loss and damage.	PLEASE PAY THIS AMOUNT → 158.93
UPON BREACH OR FAILURE TO PAY THIS ACCOUNT WHEN DUE THE SELLER MAY DECLARE THIS ACCOUNT TO BE DELINQUENT AND PURCHASER SHALL BE LIABLE FOR ALL COST OF COLLECTION INCLUDING A REASONABLE ATTORNEY'S FEE.	
DISCLAIMER OF WARRANTIES Any warranties on the products sold hereby are those made by the manufacturer of those products. This dealership hereby expressly disclaims all warranties, either express or implied, including any implied warranties of merchantability or fitness for a particular purpose, and this dealership neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.	