

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: 9/23/09	Submitted By: Martha Hernandez
Court Agenda Date: 10/2/09	Department:
	Phone Number: 281-238-3521 or 3518

SUMMARY OF ITEM: To pay an invoice in the amount of \$54.50 to Houston Community Newspapers without a purchase order.

RENEWAL AGREEMENT/APPOINTMENT YES NO

REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit:100640100 Account Number: 63000
 Activity (If Applicable):

DESCRIPTION OF LAWSOM ACCOUNT: Fees

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 type="checkbox"/> Auditor (281-341-3774)	<input type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input type="checkbox"/> Budget Officer (281-344-3954)	<input type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input type="checkbox"/> Facilities/Planning (281-633-7022)	<input type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input type="checkbox"/> Purchasing Agent (281-341-8642)	<input 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) 100640100
Account (5 digit) 63000
Grants & Projects (If needed)
Activity
Account Category
Fees

Vendor #	10573	
Vendor Name	Houston Community Newspaper	
Address : ASP WESTWARD LP	523 N. SAM HOUSTON PKY EAST 600	
City	HOUSTON	
State	Zip Code	Date
TX	77060	09/30/09

Invoice #/Invoice Date/Desc
Acct 1527922, legal notice

Amount
54.50
Total
54.50

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

Martha Hernandez

 Authorized Department Approval

Treasurer's Register Stamp and Number

