

30A

FORT BEND COUNTY ~~FY-2009~~ 2010
COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 9/17/09	Submitted By: Kathleen Barnes
Court Agenda Date: 10/06/09	Department: Sheriff's Office
	Phone Number: 281 341-4703

SUMMARY OF ITEM: Maintenance uniform embroidery done without a Purchase Order

RENEWAL AGREEMENT/APPOINTMENT YES NO X
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO X

Documents: Invoice transmittal and invoices from Lone Star Uniforms

FINANCIAL SUMMARY:

BUDGETED ITEM: YES X NO

FUNDNG SOURCE: Accounting Unit: 100512100 Account Number: 63800
Activity (If Applicable):

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 X (✓ when completed)
If by E-Mail to cpalindon@co.fort-bend.tx.us If by Fax to (281) 341-8608

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

X Auditor (281-341-3774)	X Comm. Pct. 1 (281-342-0587)
X Budget Officer (281-344-3954)	X Comm. Pct. 2 (281-403-8009)
X Facilities/Planning (281-633-7022)	X Comm. Pct. 3 (281-242-8060)
X Purchasing Agent (281-341-8642)	X Comm. Pct. 4 (281-880-8077)
X Information Technology (281-341-4526)	X County Clerk (281-341-8697)
<input type="checkbox"/> Other:	X County Atty (281-341-4567)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): Please return signed application to Kathleen Barnes at the Sheriff's Office.

FORT BEND COUNTY AUDITOR
 ACCOUNTS PAYABLE
 County Auditor Form 1016
 (Rev. 11/07)

INVOICE TRANSMITTAL

100512100
63600
Grants & Projects (if needed)

Vendor #	14090	
Vendor Name	Lone Star Uniforms	
Address		
City		
State	Zip Code	Date
		9/17/2009

Invoice #/Invoice Date/Desc
Invoice No. 133400
Invoice No. 144172

Amount	
220.00	
15.00	
Total	235.00

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

Kathleen Barnes

 Authorized Department Approval

Treasurer's Register Stamp and Number

LONE STAR UNIFORMS, INC.
 PO BOX 692348
 HOUSTON, TX 77269-2348
 (832)237-8000 Fax #: (832)237-8008

 *
 * INVOICE #133400 *
 *

Bill to:
 FORT BEND CO SHERIFF
 ACCOUNTS PAYABLE
 1410 RANSOM RD
 RICHMOND, TX 77469

Page 1

Ship to:
 FORT BEND CO SHERIFF
 ACCOUNTS PAYABLE
 1410 RANSOM RD
 RICHMOND, TX 77469

SERVING THOSE WHO SERVE

Account #	Date	S/E #	G/L #	SN	Shipped Via	Terms	Purchase Order#
3419649	04/13/09	109899	257538	43		NET 30	MAINTENANCE SHIRTS

QUANTITY	ITEM #	DIM	SIZE	DESCRIPTION	PRICE	EXTENSION
17	EMBROIDERY	W	EA	CUSTOM EMBROIDERY SEE DETAILS RE:NAME AND LOGO	10.00	170.00
5	EMBROIDERY	R	EA	CUSTOM EMBROIDERY SEE DETAILS RE:CHANGE NAME	10.00	50.00

CERTIFIED ORIGINAL



Freight:	0.00
Sales tax: (.0725 / 00%)	0.00
TOTAL:	220.00

LOWE STAR UNIFORMS, INC.
 PO BOX 692348
 HOUSTON, TX 77269-2348
 (832)237-8000 Fax #: (832)237-8008

 *
 * INVOICE #144172 *
 *

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Page 1

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SERVING THOSE WHO SERVE

Account #	Date	G/E #	G/L #	SN	Shipped Via	Terms	Purchase Order#
3418648	07/24/09	119576	277292	E		NET 50	MAINT. SHIRTS

QUANTITY	ITEM #	DIM	SIZE	DESCRIPTION	PRICE	EXTENSION
3	EMBROIDERY	R	EA	CUSTOM EMBROIDERY SEE DETAILS RE:MAINT. SHIRTS	5.00	15.00

CERTIFIED ORIGINAL



Freight:
 Sales tax: (.0725 /001)

0.00
 0.00

TOTAL:

13.00