

**FORT BEND COUNTY                      FY 2010**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
Return Completed Form to: Agenda Coordinator, County Judge's Office

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Date Submitted: October 12, 2009

Submitted By: Ann Werlein

Court Date: October 20, 2009

Department: County Judge

Telephone: 281-341-8634

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**SUMMARY OF ITEM:**

Take all appropriate action to pay DA Mid South by invoice transmittal in the amount of \$247.50 for service call without a purchase order. (Fund: Courthouse Security, Fees)

Agreement/Appointment:                      YES                      NO      ✓

Reviewed by County Attorney's Office:                      YES                      NO      ✓

List Supporting Documents Attached:

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**FINANCIAL SUMMARY:**

Budgeted Item:                      YES      ✓                      NO

Funding Source:                      Fund: 295400100-63000

Requires Auditor to Certify Funds:                      YES                      NO      ✓

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**Instructions for submitting an Agenda Request:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all information must be provided by Wednesday at 2:00 p.m. to all departments listed below.
- Original back-up must be received in 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](mailto: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 the numbers below:

|                                       |                |                |                |
|---------------------------------------|----------------|----------------|----------------|
| ✓ Auditor                             | (281-341-3774) | ✓ Comm. Pct. 1 | (281-342-0587) |
| ✓ Budget Officer                      | (281-344-3954) | ✓ Comm. Pct. 2 | (281-403-8009) |
| ✓ Facilities/Planning                 | (281-633-7022) | ✓ Comm. Pct. 3 | (281-242-9060) |
| ✓ Purchasing Agent                    | (281-341-8642) | ✓ Comm. Pct. 4 | (281-980-9077) |
| ✓ Information Technology              | (281-341-4526) | ✓ County Clerk | (281-341-8697) |
| <input type="checkbox"/> Other: _____ |                | ✓ County Atty  | (281-341-4557) |

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**Recommendation:**

|                   |            |            |
|-------------------|------------|------------|
| Vendor Name       |            |            |
| DA Mid South      |            |            |
| 10418 Rockley Rd. |            |            |
|                   |            |            |
| Houston           |            |            |
|                   |            |            |
| TX                | 77099-3524 | 10/20/2009 |
| State             | Zip Code   | Date       |
|                   |            |            |

[illegible]

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| Amount        |
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| 247.50        |
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|               |
| Total         |
| <b>247.50</b> |

| <b>County Auditor's Use Only</b> |       |
|----------------------------------|-------|
| Check Type                       | _____ |
| Audited By                       | _____ |
| Received                         |       |
| Paid                             |       |

|                                |                                       |
|--------------------------------|---------------------------------------|
| Authorized Department Approval | Treasurer's Register Stamp and Number |
|                                |                                       |