

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

Date Submitted: October 14, 2009

Submitted By: Kent Edwards

Department: Human Resources

Court Agenda Date: October 20, 2009

Phone Number: 281-341-8631

SUMMARY OF ITEM:

Authorize reimbursement in the amount of \$17.96 to Ernestine Ware for payment of recruiting tablecloth cleaning without a purchase order. (Funding: Human Resources, Fees)

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

List Supporting Documents Attached: *Receipt from VIP Cleaners*

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☒

FUNDNG SOURCE: Accounting Unit: 100412100 Account Number: 63000
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: _____

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:

Authorize reimbursement in the amount of \$17.96 to Ernestine Ware for payment of recruiting tablecloth cleaning without a purchase order. (Funding: Human Resources, Fees)

Special Handling Requested (specify):

Vip Cleaner

2201 1st Street Hwy36 Rosenberg TX. 77471
Please check and count your garment before
leaving Store. We are not responsible for
garment left over 30 days.

281-239 0342

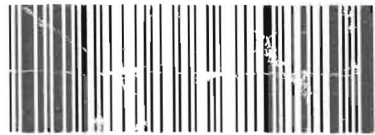
WARE, ERNESTINE

(281)344-3956

DUE : Mon 09/28/09 03:00 PM

Emp.: AA

Drop: 09/28 07:07 AM



D 186475

Garment
cloth

Pcs.	Total
1	18.99

1 Pcs.

Total: \$18.99

Less Coupon: \$1.90

Tax: \$-0.16

Env. Fee: \$1.03

HANG/

Gr. Total: \$17.96

Date: 1