

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: 11/5/09

Submitted By: Jeff Braun

Court Agenda Date: 11/17/09

Department: Office of Emergency Management

Phone Number: 281-342-6185

SUMMARY OF ITEM: Take all appropriate action to authorize payment by Invoice Transmittal for \$1600 to PIER Systems, Inc. for PIER Certification training without a purchase order. This was a last minute opportunity to take this class without needing to travel to Washington State. It was advanced training for our PIER application (Homeland Security grant funded), which the Judges office and OEM use for emergency public information.

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

List Supporting Documents Attached: *Invoice Transmittal and original Invoice.*

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit: 100580999 Account Number: 63000
Activity (If Applicable): G580-07UASI

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

RECOMMENDATION / ACTION REQUESTED:

Approve payment of \$1600 for PIER certification training without a purchase order.

Special Handling Requested (specify):

INVOICE TRANSMITTAL

Accounting Unit (9 digit)
1000580999
Account (5 digit)
63000
Grants & Projects (If needed)
Activity
G580-07UASI
Account Category
23350

Vendor #	18418
Vendor Name	PIER System
Address	1204 Railroad Ave. Suite 200
City	Bellingham
State	WA
Zip Code	98225
Date	

Invoice #/Invoice Date/Desc
Invoice # 2088/ 10/27/09
2 ea @ \$800 for PIER Certification Training Class-
Houston October 28, 29, and 30.
Lach Mullen and D'Neal Krisch

Amount
1,600.00
Total
1,600.00

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



 Authorized Department Approval

Treasurer's Register Stamp and Number
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PIER Systems, Inc.
1204 Railroad Ave.
Suite 200
Bellingham, WA 98225

Invoice

Date	Invoice #
10/27/2009	2088

Bill To
County Auditor 301 Jackson Richmond TX 77469

Ship To
Ft Bend County-Emergency Mngmnt 307 Fort Street Richmond, TX 77469-4428

P.O. No.	Terms	Due Date
	Net 30	11/26/2009

Quantity	Units	Description	Rate	Amount
2	Each	PIER Certification Training Class - Houston October 28, 29, 30 Lach Mullen, D'Neal Krisch	800.00	1,600.00T
			0.00%	0.00
			Total	\$1,600.00
			Payments/Credits	\$0.00
			Balance Due	\$1,600.00