

31A

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: 11/12/09

Submitted By: Kathleen Barnes

Court Agenda Date: 11/24/09

Department: Sheriff's Office

Phone Number: 281 341-4703

SUMMARY OF ITEM: Kitchen equipment repaired without a Purchase Order

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

Documents: Invoice transmittal, invoice from Hobart and memo from Sgt Rader

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO ☐

FUNDNG SOURCE: Accounting Unit: 100512100 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 X (✓ 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:

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	(281-242-9060)
X	Purchasing Agent	(281-341-8642)	X	Comm. Pct. 4	(281-880-9077)
X	Information Technology	(281-341-4526)	X	County Clerk	(281-341-8697)
<input type="checkbox"/>	Other:		X	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

>>> INVOICE <<<

Invoice No: 24837550
Page: 1 of 1
MAIN: 713/661-0505
TEXAS: 888/446-2278

ITW FOOD EQUIPMENT GROUP LLC
5120 ASHBROOK
HOUSTON TX 77081

Bill To: 0009347

Invoice Date: 10/30/09
Cust Order No: SGT LOPEZ
Cust Order Date: 10/28/09

Customer No: 0009347

FORT BEND COUNTY JAIL
1410 RANSOM ROAD
SHERIFF DEPARTMENT
RICHMOND TX 77469

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SHERIFF DEPARTMENT
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Model	Description	Serial #	Serv-Date	Serv-Report	Type	Tech
HS2DPT	COOKING EQUIPMENT	76426401	10/28/09	0265355	S	CH 066

Problem: S1
FAULTY BLOWER ASSY

Service Performed: 80
REPLACED FAULTY BLOWER ASSY

Part Number	Qty	UM	Description	Ea Amt	Ext Amt
436500-B1552	1	PC	BLOWER ASSY. 23	396.87	396.87
	1		PART FREIGHT SAL	12.50	12.50
	1.25	HR	Labor - Reg Time	110.00	137.50

Subtotal Before Taxes 546.87

Invoice Total 546.87 *

Please pay this amount: 546.87

Please return this portion
with your payment to:

FORT BEND COUNTY JAIL (0009347)
Invoice No: 24837550 (15130) (0395239)

HOBERT SERVICE
ITW FOOD EQUIPMENT GROUP LLC
5120 ASHBROOK
HOUSTON TX 77081

Please pay this amount: \$546.87
Terms: Net 30 days.
Due By: 11/29/09

SERVICE



FORT BEND COUNTY SHERIFF'S OFFICE

1410 WILLIAMS WAY BLVD.

RICHMOND, TEXAS 77469

To: Kathleen Barnes

From: Sgt. A.C. Rader *ACR*

Date: November 5, 2009

Re: Hobart Invoice Inv#24837550

Attached is an invoice from Hobart. The company was called out to repair a piece of equipment. The company ordered a part to repair the piece of equipment but the part was not covered under contract. Please start the process of getting this invoice processed for payment. Thank you.

Angel Rader
Detention Division