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**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: 11/16/09

Submitted By: Kathleen Barnes

Department: Sheriff's Office

Court Agenda Date: 11/24/09

Phone Number: 281 341-4703

SUMMARY OF ITEM: Graphics for Kids & Cops vehicles done without a Purchase Order

RENEWAL AGREEMENT/APPOINTMENT YES NO X

REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO X

List Supporting Documents Attached: Invoice transmittal, Invoice from OnSiteDecals.com and memo from Lt Phlipps

DESCRIPTION OF LAWSON ACCOUNT: Property and Equipment

FINANCIAL SUMMARY:

BUDGETED ITEM: YES X NO

FUNDNG SOURCE: Accounting Unit: 315560118 Account Number: 64000

Activity (If Applicable):

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 osp@ndom@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	(281-344-3854)	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	(281-980-9077)
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):

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

INVOICE TRANSMITTAL

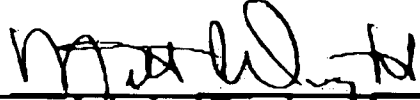
315560116
64000
Grants & Projects (if needed)

Vendor #	14712	
Vendor Name	OnSiteDecals.com	
Address		
City		
State	Zip Code	Date
		11/16/09

Invoice #/Invoice Date/Desc
Invoice No. 1197
Graphics packages for Klds & Cops vehicles

Amount
\$ 1,360.80
Total \$ 1,360.80

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

 Authorized Department Approval
Treasurer's Register Stamp and Number

ONSITEDECALS.COM**WE ARE THERE!****P.O. BOX 702 - FULSHEAR, TEXAS 77441 - 281.785.5287****Invoice**

Date	Invoice #
10/20/2009	1197

Bill To
Fort Bend County Kids & Cops 301 Jackson Richmond, Texas 77469

Ship To
Fort Bend County Kids & Cops 1410 Williams Way Blvd Richmond, TX 77469

Customer Phone	Customer Contact	P.O. Number	Terms
			Due on receipt
Quantity	Description	Price Each	Amount
6	Graphics designed, manufactured, and installed on Kids & Cops vehicles	226.80	1,360.80

Thank you for your business.

Precision Graphics For Your Emergency or Commercial
Fleet Installed at Your Location

Subtotal	\$1,360.80
Sales Tax (8.25%)	\$0.00
Total	\$1,360.80
Payments/Credits	\$0.00
Balance Due	\$1,360.80

Fort Bend County Sheriff's Office
1410 Williams Way Blvd.
Richmond, TX 77468

**Community Services
Division**

Memo

To: Kathleen Barnes
From: Lt. Lester Phipps
Date: November 4, 2009
Re: On-Site Decals purchase

Kathleen,

This invoice reflects a purchase that was made without a purchase order during the month of September of this year.

We had returned eight (8) Mazda vehicles that were on loan to the Kids & Cops program and replaced them with six (6) new loaner cars from Mazda North American Operations pursuant to an agreement approved by Commissioners and signed by County Judge Bob Hebert on August 25, 2009. These vehicles are provided to the Kids & Cops program by Mazda North American Operations at no cost to the county, with the exception of fuel.

Pursuant to the terms of the agreement it was necessary to have the decals (including noted sponsorship by Mazda North American) installed on the vehicles as soon as possible. I had been advised by your office that no further purchase orders would be issued until the new 2010 budget had been approved and adopted by Commissioners Court.

I made the decision to have the decals installed as soon as possible so that the vehicles could be utilized by the Kids & Cops deputies in the performance of their duties and responsibilities.

Thank you for your help in this matter.