

**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: <b>December 2, 2009</b>	Submitted By: <b>Laura Dougherty</b>
Court Agenda Date: <b>December 8, 2009</b>	Department: <b>Facilities Management &amp; Planning</b>
	Phone Number: <b>281-633-7017</b>

<b>SUMMARY OF ITEM: Approve Invoice # N 111109-1, in the amount of \$2,395.00, Division One Special Services, for Services rendered for the George Memorial Library Renovations.</b>	
RENEWAL AGREEMENT/APPOINTMENT	YES <input type="checkbox"/> NO <input type="checkbox"/>
REVIEWED BY COUNTY ATTORNEY'S OFFICE:	YES <input type="checkbox"/> NO <input type="checkbox"/>
List Supporting Documents Attached: <b>Invoice</b>	

<b>FINANCIAL SUMMARY:</b>	
BUDGETED ITEM: YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
FUNDNG SOURCE: Accounting Unit: <b>732418888</b>	Account Number:
Activity (If Applicable): <b>P418B-06GMLIBRY</b>	
DESCRIPTION OF LAWSON ACCOUNT: <b>GML Library Renovations</b>	

<b>Instructions to submit Agenda Request Form:</b>	
<ul style="list-style-type: none"><li>• Completely fill out agenda form: incomplete forms <u>will not</u> be processed.</li><li>• 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.</li><li>• All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.</li></ul>	
<b>DISTRIBUTION:</b>	
Original Form Submitted with back up to County Judge's Office <input type="checkbox"/> (✓ when completed)	
If by E-Mail to <a href="mailto:ospindon@co.fort-bend.tx.us">ospindon@co.fort-bend.tx.us</a>	
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 type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

<b><u>RECOMMENDATION / ACTION REQUESTED:</u></b>
Special Handling Requested (specify): <b>Please Approve</b>

Fm91265

DIVISION ONE SPECIAL SERVICES

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Date: November 12, 2009

TO: Fort Bend County  
Facility & Planning  
1517 Eugene Heimann Circle, Suite 500  
Richmond, Texas 77471

*Oct to pay  
11/30/09*

Attention: Accounts Payable Department

PO # 38486  
R# 85978

PROJECT/REFERENCE NO.

PURCHASE ORDER NUMBER 38486

INVOICE NO. N 111109-1

DATE	DESCRIPTION	QTY.	UNIT	TOTAL
11/12/09	Painting of Marque Sign at George Memorial Library, 1001 Golfview Drive, Richmond, Texas 77469	1	2,395.00	2,395.00
				2,395.00

RECEIVED  
NOV 13 2009  
COUNTY AUDITOR

2,395.00  
*Loughery*

TOTAL DUE \$ 2,395.00

7243 CHASEWOOD \* MISSOURI CITY \* TEXAS 77489

RECEIVED  
NOV 24 2009  
BY: *RS*