

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: December 1, 2009	Submitted By: Karen Stell
	Department: Tax
Court Agenda Date: December 8, 2009	Phone Number: 281-341-3723

SUMMARY OF ITEM: Approve over \$500.00 – Refunds \$ 12,843.24				
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:				

FINANCIAL SUMMARY:	
BUDGETED ITEM:	YES <input type="checkbox"/> NO <input type="checkbox"/>
FUNDNG SOURCE:	Accounting Unit: _____ Account Number: _____ Activity (If Applicable): _____
DESCRIPTION OF LAWSON ACCOUNT: _____	

Instructions to submit Agenda Request Form:	
<ul style="list-style-type: none">• Completely fill out agenda form: incomplete forms <u>will not</u> 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 <input type="checkbox"/> (✓ 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 checked="" type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Attny (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:
Approve & record in the minute's tax payment refunds in the amount of \$ 12,843.24 for the office of Patsy Schultz.
Special Handling Requested (specify):

Commissioners Court Agenda Date:12/08/09

Submit Date:12/01/09

Account Number	Owner	Refund Amount	Reason	Precinct #
2221-01-004-0090-907	Texas Office	\$ 2,548.57	Duplicate	4125
2965-06-001-0050-914	First American Title Co Lenders	\$ 7,552.54	Duplicate	3130
1650-02-004-0020-907	Fidelity National Title Ins Co	\$ 2,742.13	Duplicate	1007

\$ 12,843.24