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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: December 28, 2009

Submitted By: Gabriela Mindieta

Department: 400<sup>th</sup> District Court

Court Agenda Date: January 5, 2010

Phone Number: (281) 341-4422

**SUMMARY OF ITEM:** Please pay vendor **ADVANCED SAFE & LOCK \$105.00** for the service charge to reset the 400<sup>th</sup> office security door combinations without a purchase order. It was under our impression that this expense would be covered under the initial purchase of the locks.

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

**FINANCIAL SUMMARY:**BUDGETED ITEM: YES ☒ NO

FUNDNG SOURCE: Accounting Unit: 100435500  
 Activity (If Applicable):

Account Number: 64000

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](mailto: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:

☒ Auditor (281-341-3774)  
☒ Budget Officer (281-344-3954)  
☒ Facilities/Planning (281-833-7022)  
☒ Purchasing Agent (281-341-8642)  
☒ Information Technology (281-341-4526)  
☒ Other:

☒ Comm. Pct. 1 (281-342-0587)  
☒ Comm. Pct. 2 (281-403-8009)  
☒ Comm. Pct. 3 (281-242-9080)  
☒ Comm. Pct. 4 (281-980-9077)  
☒ County Clerk (281-341-8697)  
☒ County Atty (281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify):

County Auditor Form 1018  
( Rev. 02/98 )

*Rubens R. Mindicta*

Vendor - 14399

14399

## ADVANCE SAFE & LOCK

**9317 AVENUE H**

ROSENBERG, TX 77471-2838

(281) 342-2198

281 341-4402

**Customer's****Phone****Order No.**

No.

Date \_\_\_\_\_

5-11-09

**Name.**

**Address**

301 Jackson

Richmond, 1x 77469

[illegible]

ALL claims and returned goods MUST be accompanied by this bill.

Rec'd by \_\_\_\_\_

5591

Thank You

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