Special Handling Requested (specify):

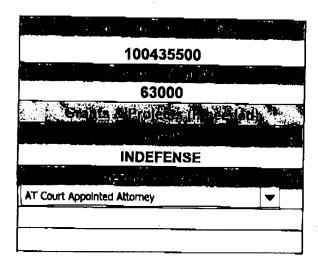
FORT BEND COUNTY FY 2010 COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office Date Submitted: **December 28, 2009** Submitted By: Gabriela Mindieta Department: 400th District Court Court Agenda Date: Januray 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 400th 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: NO ľXI FINANCIAL SUMMARY: BUDGETED ITEM: YES NO FUNDING SOURCE: Accounting Unit: 100435500 **Account Number: 64000** Activity (If Applicable): 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 Fax to (281) 341-8609 If by E-Mall to ospindon@co.fort-bend.tx.us Distribute copies with back-up to all listed below. If by fax, send to numbers below: Comm. Pct. 1 (281-342-0587) (281-341-3774) **Auditor** Comm. Pct. 2 (281-403-8009) **Budget Officer** (281-344-3954) Comm. Pct. 3 (281-242-9060) (281-633-7022) Facilities/Planning Comm. Pct. 4 (281-980-9077) (281 - 341 - 8642)Purchasing Agent County Clerk (281-341-8697) Information Technology (281-341-4526) County Atty (281-341-4557) Other: RECOMMENDATION / ACTION REQUESTED:

FORT BEND COUNTY AUDITOR ACCOUNTS PAYABLE

INVOICE TRANSMITTAL

County Auditor Form 1018 (Rev. 02/98)



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Vendor - 14399

ADVANCE SAFE & LOCK

8317 AVENUE H **ROSENBERG, TX 77471-2838** (281) 342-2198

281341-4422

Customers Order No. Jackson SOLD BY DESCRIPTION PRICE AMOUNT OT 00 TAX ALL claims and returned goods MUST be accompanied by this bill. Rec'd by_

5591

Thank You

РРИМТОР ЗА 42.8 **A**