

FORT BEND COUNTY FY 2009  
 COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: January 20, 2010	Submitted By: Scott Wiegat
Court Agenda Date: January 26, 2010	Department: Road & Bridge
	Phone Number: 281-238-3607

**SUMMARY OF ITEM:** Take all appropriate action to authorize payment by Invoice Transmittal in the amount of \$10.00 to Stavinoha's Tire made without a Purchase Order.

RENEWAL AGREEMENT/APPOINTMENT YES  NO

REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES  NO

List Supporting Documents Attached:

**FINANCIAL SUMMARY:**

BUDGETED ITEM: YES  NO

FUNDNG SOURCE: Accounting Unit:155611100 Account Number: 63000  
 Activity (If Applicable): R&B 10

DESCRIPTION OF LAWSOM ACCOUNT: Fees

**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:

<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 type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input type="checkbox"/> County Atty (281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify):

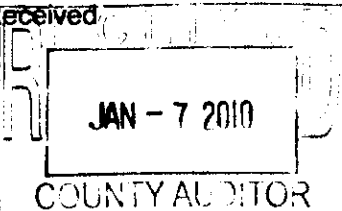
# INVOICE TRANSMITTAL


<b>Accounting Unit (9 digit)</b> 155611100
<b>Account (5 digit)</b> 63000
<b>Grants &amp; Projects (If needed)</b>
<b>Activity</b> r&b10
<b>Account Category</b> 40190

<b>Vendor #</b> 12183		
<b>Vendor Name</b> Jim Alewine		
<b>Address</b> R&B Employee		
<b>City</b>		
<b>State</b>	<b>Zip Code</b>	<b>Date</b>

<b>Invoice #/Invoice Date/Desc</b>
<b>Reimbursement for:</b>
12/23/09 Stavinoha's Tire - for tire labor

<b>Amount</b>
10.00
<b>Total</b> <span style="float: right;">10.00</span>

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

  
 \_\_\_\_\_  
 Authorized Department Approval

<b>Treasurer's Register Stamp and Number</b>

Jim Alwine

STAVINOHAI TIRE SHOP, INC.  
10015 FM 361  
RICHMOND, TX 77469  
(979) 793-6105

INVOICE #: 35989      DATE: 12/23/09  
CASH SALE

1.00 M		10.00
@ 10.00	TIRE LABOR	
	truck # K033	
	Plate # 212668	
	SUB TOTAL: \$	10.00
	Tax: \$	--.00
	TOTAL: \$	10.00

PAID CASH  
AM.PD. 10.00