

**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: 01/27/2010

Submitted By: VICKI WORSHAM

Department: CONSTABLE, PCT 4

Court Agenda Date: 02/02/2010

Phone Number: (281) 242-4014

**SUMMARY OF ITEM:** Take all appropriate action to pay law enforcement training conducted without a purchase order.

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

List Supporting Documents Attached: *Invoice from Barbara Magana Robertson for instruction in Media Relations for Law Enforcement.*

**FINANCIAL SUMMARY:**

BUDGETED ITEM: YES ☒ NO ☐

FUNDNG SOURCE: Accounting Unit:100550400 Account Number: 63200  
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: TRAVEL

**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 type="checkbox"/> Auditor (281-341-3774)	<input type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input type="checkbox"/> Budget Officer (281-344-3954)	<input type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input type="checkbox"/> Facilities/Planning (281-833-7022)	<input type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input type="checkbox"/> Purchasing Agent (281-341-8642)	<input 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:**

Take all appropriate action to pay law enforcement training conducted without a purchase order to Barbara Magana Robertson for Media Relations for Law Enforcement.

Special Handling Requested (specify):

FORT BEND COUNTY AUDITOR  
 ACCOUNTS PAYABLE  
 County Auditor Form 1016  
 (Rev. 11/07)

# INVOICE TRANSMITTAL

1100550400
63200
TX 77469
02/02/10

Vendor #	19915
Vendor Name	BARBARA MAGANA ROBERTSON
Address	909 SYCAMORE ROAD
City	RICHMOND
TX	77469
	02/02/10

Invoice #/Invoice Date/Desc
1025/November 2, 2009/Media Consulting

Amount
125.00
<b>Total</b>
<b>125.00</b>

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

Authorized Department Approval
Treasurer's Register Stamp and Number

Jan.15.2010 02:42 PM BIG TEXAS DESIGNS

8323633539

PAGE. 3/ 3

Barbara Magana Robertson

**909 Sycamore Road**

**Richmond, Texas 77469**

**Phone: 281-723-5995 Fax: 832-363-3539**

**DATE:** November 2, 2009

**INVOICE # 1025**

**FOR: Media Consulting**

**BTI To:**

**Troy Nehls**

**Pct 4 Constable**

**12919 Dairy Ashford, Suite 300**

Sugar Land, TX 77478

**Phone: 281-242-4014 | Fax: 281-242-9030**

DESCRIPTION OF SERVICES	AMOUNT
<p><b>INSTRUCTION:</b> Media Relations for Law Enforcement</p>	<p align="right"><b>125.00</b></p>
<p align="right"><b>SUBTOTAL</b></p>	<p align="right"><b>\$ 125.00</b></p>

**Make all checks payable to Barbara Magana Robertson**

If you have any questions concerning this invoice, contact me: 281-723-5995 - [barbara@maganamedia.com](mailto:barbara@maganamedia.com)

TAX RATE 8.25%

SALES TAX	NA
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DEPOSIT NA

**TOTAL \$ 125.00**

**THANK YOU FOR YOUR BUSINESS!**