

22B

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: 1/25/10 Court Agenda Date: 2/2/10	Submitted By: Lou Ann Mullings Department: Sheriff's Office Phone Number: 281 341-4703
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SUMMARY OF ITEM: Reimbursement of battery purchase paid by employee			
RENEWAL AGREEMENT/APPOINTMENT	YES	NO	X
REVIEWED BY COUNTY ATTORNEY'S OFFICE:	YES	NO	X
List Supporting Documents Attached: Invoice transmittal, invoice from Wal-Mart and memo from Lt. Matt Carter			

FINANCIAL SUMMARY:	
BUDGETED ITEM: YES	X NO
FUNDNG SOURCE: Accounting Unit: 200560111 Account Number: 63600	
Activity (If Applicable):	

Instructions to submit Agenda Request Form:			
<ul style="list-style-type: none">• 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 X (✓ 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:			
X	Auditor	(281-341-3774)	X Comm. Pct. 1 (281-342-0587)
X	Budget Officer	(281-344-3954)	X Comm. Pct. 2 (281-403-8008)
X	Facilities/Planning	(281-633-7022)	X Comm. Pct. 3 (281-242-9060)
X	Purchasing Agent	(281-341-8642)	X Comm. Pct. 4 (281-980-9077)
X	Information Technology	(281-341-4526)	X County Clerk (281-341-8697)
<input type="checkbox"/>	Other:		X County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:
Special Handling Requested (specify):

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

INVOICE TRANSMITTAL

200560111	
63600	
Grant & Projects (if needed)	

Vendor #	18803	
Vendor Name	Lorenz, Michael J	
Address		
City		
State	Zip Code	Date
		01/25/10

Invoice #/Invoice Date/Desc	
Invoice 001800616245	

Amount	
\$	25.85
Total	\$ 25.85

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

Low Ann Mullis
Authorized Department Approval

Treasurer's Register Stamp and Number

Walmart 
Save money. Live better.

Walmart
MANAGER JOE CERVANTES
(281) 232 - 8396
ST# 0546 OP# 00007479 YE# 66 TR# 02708
ROV AAA12 001280047734 5.97 X
ROV AAA12 001280047734 5.97 X
ROV AAA12 001280047734 5.97 X
ROV AAA12 001280047734 5.97 X
SUBTOTAL 23.88
TAX 1 8.250 % 1.97
TOTAL 25.85
DEBIT YEND 25.85
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY
ACCOUNT : 1271
25.85 TOTAL PURCHASE
REF # 001800616245
NETWORK ID. 0076 APPA CODE 312699
01/18/10 10:47:23

ITEMS SOLD 4

TC# 8569 8783 7611 7026 1700



Tax Prep in store at Jackson Hewitt
and 83 Check Cashing at Walmart
01/18/10 10:47:25



1470 Rayman Road
Richmond, Texas 77469

Office: 281-341-4700
Fax: 281-341-4700

January 21, 2010

To: Lee Ann Mullins
Re: Battery Purchase

Ms. Mullins,

Tuesday, January 19th was a Firearms Qualification day for the Sheriff's Office. Sergeant Carlos Castillo, the Firearms Proficiency Officer, had assigned Sergeant Mike Lorenz the task of coordinating this agency qualification. As Monday, January 18th was a County Holiday, we could not conduct regular county business. While preparing equipment for the firearms qualification on the 19th, Sergeant Lorenz discovered that multiple pairs of electronic ear protection needed AAA batteries. Sergeant Lorenz purchased a suitable supply of AAA batteries at Wal-Mart so that he could conduct the scheduled firearms qualification safely.

While the purchase was made without a purchase order, the purchase of batteries was necessary. The Sheriff's Office Policy requires deputies to wear ear protection while shooting at the range. Sergeant Lorenz made the purchase to ensure the safety of the deputies and their compliance with Department Policy. I would appreciate your assistance in reimbursing Sergeant Lorenz.

Respectfully,


Matt Carter
Lieutenant