

31E

**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: 2/12/10

Submitted By: Lou Ann Mullings

Department: Sheriff's Office

Court Agenda Date: 2/23/10

Phone Number: 281 341-4703

SUMMARY OF ITEM: Reimbursement of DVD-R 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 Office Depot and memo from Captain Jim Pokluda

FINANCIAL SUMMARY:

BUDGETED ITEM: YES X NO

FUNDNG SOURCE: Accounting Unit: 100580100

Account Number: 63500

Activity (If Applicable):

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 X (✓ when completed)

If by E-Mail to cpindon@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	(281-403-8009)
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

100560100
63500
Grants & Projects (if needed)

Vendor #	18203	
Vendor Name	Butera, Bill	
Address		
City		
State	Zip Code	Date
		02/12/10

Invoice #/Invoice Date/Desc
Invoice 33FL9 FCV9 NGWK1

Amount
\$ 23.80
Total \$ 23.80

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

Lo Ann Mullins
Authorized Department Approval

Treasurer's Register Stamp and Number

OFFICE DEPOT
OFFICE DEPOT
5400 FM 1640, STE. 100
RICHMOND, TX 77469
281-633-0701
SALE STR2123 REG014 TRN3090
02/03/10 TO 09 EMP 565192 POS 5 09H

081701047658 DPG DIV R 500K PR 21-09
MEMBER # 1747149142

Today's purchase may add to your
Worklife Rewards balance for Reward
Quarter ending on 03/31
Check your Reward Status at
www.myworkliferewards.com

SUBTOTAL	21.99
TX 8.25% SALES TAX	1.81
TOTAL	23.80
DEBIT 4513	23.80

We Want To Hear From You
Please visit www.onblaze.com
and tell us about your experience

ID: 33FL9 FCV9 NGWK1



21VT79RAN30456MR6



SHERIFF'S OFFICE

Fort Bend County, Texas

MILTON WRIGHT
Sheriff

(281) 341-4700
Fax (281) 341-4701

February 8, 2010

LouAnn Mullings
Finance Division

Ms. Mullings:

I am requesting reimbursement for a purchase made by Deputy Bill Butera on Feb 3, 2010 for a DVD-R, 50pk for the total amount of \$23.80.

About 1-10 of these DVD's are used daily in the L3 Camera Video Recording System installed in all patrol vehicles. Deputy Butera procured an immediate purchase of the DVD's from Office Depot to ensure that these would function in the Mobile Vision Server. A purchase was made from a previous vendor at a higher cost.

Sincerely,

Cpt. Jim Pokluda
Patrol Division

OK

THIS IS THE LAST TIME WITH OUT
PURCHASE ORDER