

**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: **February 24, 2010**

Submitted By: **Laura Dougherty**  
Department: **Facilities Management & Planning**  
Phone Number: **281-633-7017**

Court Agenda Date: **March 2, 2010**

**SUMMARY OF ITEM:** **Approve Invoice No. 40232, in the amount of \$2,470.00, from 2M Business Products for FF&E costs associated with the Missouri City Annex.**

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

**List Supporting Documents Attached:** **Invoice**

**FINANCIAL SUMMARY:**

**BUDGETED ITEM:**    YES    ☒                      NO    ☐

**FUNDNG SOURCE:** Accounting Unit: **732418888**                      Account Number:  
Activity (If Applicable): **P418B-06PCT2**

**DESCRIPTION OF LAWSON ACCOUNT:** **PCT Mo City Annex**

**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 (281-633-7022)	<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:**

**Special Handling Requested (specify):**



14116

on / 43780

# INVOICE

732

Date  
Invoice #

1/8/2010  
40232

Terms  
PO #  
Acct. Mgr.  
Order #

43780

Sales Order #39247-1

13955 Murphy Rd. #107  
Stafford TX 77477  
(281) 499-4035  
<http://www.2mbp.com>

OK to pay  
Jed B...  
2-3-10

PO# 43780  
R# 95369

## Bill To

FBC Auditor  
FBC-County Auditor  
301 JACKSON  
RICHMOND TX 77469  
United States

## Ship To

FBC Auditor  
FBC-County Auditor  
301 JACKSON  
RICHMOND TX 77469  
United States

Stock #	Qty Ord.	Qty Shipped	B/O Qty.	Description	Unit Price	Total
HON7708AB1 2T	10	10	0	7700 Series Asynchronous Swivel/Tilt Task Chair, Seat Glide, Gray Olefin  10 EA *** Local Stock ***	247.00	2,470.00

Total

\$2,470.00

Longway

MERCHANDISE MUST BE RETURNED WITHIN 30 DAYS OF INVOICE DATE IN ORIGINAL PACKING AND RESALEABLE CONDITION FOR CREDIT



Remittance Slip

Customer	Invoice #	Amount Due	Amount Paid
H670	40232	\$2,470.00	

## Please Enter Your Credit Card Information

Type: ☐ Discover ☐ Master Card ☐ VISA ☐ American Express  
Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Month \_\_\_\_\_ Year  
Signature: \_\_\_\_\_

## 2M Business Products

13955 Murphy Rd. #107  
Stafford TX 77477