

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: **March 3, 2010**

Submitted By: **Laura Dougherty**

Court Agenda Date: **March 09, 2010**

Department: **Facilities Management & Planning**

Phone Number: **281-633-7017**

SUMMARY OF ITEM: **Approve Invoice No. 206822 in the amount of \$3,650.00, from ESP Office Solutions, for FF&E costs associated with the Gus George Academy**

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-06GUSGEOR**

DESCRIPTION OF LAWSON ACCOUNT: **Gus George Academy**

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

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):

FM 100 413

ESP OFFICE SOLUTIONS, LLC.

1116 DAMON STREET
ROSENBERG, TX 77471

Voice: 713-977-9999
Fax: 281-232-8885



INVOICE

Invoice Number: 206822
Invoice Date: Feb 18, 2010
Page: 1

*Order
3-2-10*

PO# 46420 R# 96419

Bill To:
FBC-LAW ACADEMY 301 JACKSON ST RICHMOND, TX 77469

Ship to:
FBC-LAW ACADEMY 301 JACKSON ST RICHMOND, TX 77469

Customer ID	Customer PO	Payment Terms	
FBC-LAW A	46420	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ESCOBEDO JOHNNY LEE	Hand Deliver	2/18/10	3/20/10

Quantity	Item	Description	Unit Price	Amount
1.00		SHARP AR-M200D COPIER,	3,650.00	3,650.00
1.00		SN#93039750 , ESP TAG# 2437 -- DELIVERED & INSTALLED GOES UNDER COUNTY CONTRACT		

Subtotal	3,650.00
Sales Tax	
Total Invoice Amount	3,650.00
Payment/Credit Applied	
TOTAL	3,650.00

Check/Credit Memo No:

Donghy

