

**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 17, 2010**

Submitted By: **Laura Dougherty**

Court Agenda Date: **March 23, 2010**

Department: **Facilities Management & Planning**

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

**SUMMARY OF ITEM:** **Approve Invoice No. 199214/L, in the amount of \$945.00, from South Texas Graphic Specialties, Inc., for Professional Services associated with the Pct 1 Facility.**

**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-06PCT1**

**DESCRIPTION OF LAWSON ACCOUNT:** **PCT 1 Facility**

**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):**

Fm100415



**SOUTH TEXAS GRAPHIC  
SPECIALTIES, INC.**

**INVOICE**

10216 GEORGIBELLE DRIVE #800 • HOUSTON, TEXAS 77043-5291

(713) 467-4499 • FAX (713) 468-8930 stgs@sbcglobal.net

**SOLD TO**

County Auditor  
301 Jackson  
Richmond, Texas 77469

**SHIPPED TO**

Fort Bend Pct. 1 Facility

PO#37486  
R# 98049

DATE	DATE SHIPPED	SHIPPED VIA	YOUR ORDER NO	FOB	TERMS	INVOICE NO	
2/11/10		installed	P037486			19924/L	
QUANTITY	DESCRIPTION					PRICE	AMOUNT
	Interior Graphics, as ordered, installed as directed						\$945.00
<div><div>RECEIVED</div><div>FEB 12 2010</div><div>COUNTY AUDITOR</div></div> <div>Thank You</div> <div>A SERVICE CHARGE OF 1½% PER MONTH ON ALL PAST DUE INVOICES IF BALANCE IS NOT RECEIVED IN 30 DAYS.</div>							

**CANNOT GUARANTEE VERBAL ORDERS**

