

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: 3/16/2010
Court Agenda Date: 3/23/2010

Submitted By: Jeff Braun
Department: Office of Emergency Management
Phone Number: 281-342-6185

SUMMARY OF ITEM: Take all appropriate action to authorize payment by Invoice Transmittal for \$75 to Wendt Water Works for the service of the annual backflow test without a purchase order. Purchasing Department indicated to vendor that they could not complete backflow test without submitting proper insurance. However, vendor came out and completed the test without submitting proper insurance (insurance was submitted, but it was expired). All items have now been completed to satisfaction of Purchasing Department. OEM and Purchasing Department were unaware of the action of Wendt; only learning after the work was completed.

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

List Supporting Documents Attached: *Invoice Transmittal and original invoice.*

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO ☐

FUNDNG SOURCE: Accounting Unit: 100580100 Account Number: 63000
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: FEES

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 checked="" type="checkbox"/> Auditor	(281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1	(281-342-0587)
<input checked="" type="checkbox"/> Budget Officer	(281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2	(281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3	(281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent	(281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4	(281-980-9077)
<input checked="" type="checkbox"/> Information Technology	(281-341-4526)	<input checked="" type="checkbox"/> County Clerk	(281-341-8697)
<input checked="" type="checkbox"/> Other: File		<input checked="" type="checkbox"/> County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Approve payment of \$75 for annual backflow test with out a purchase order.

Special Handling Requested (specify):

INVOICE TRANSMITTAL


Accounting Unit (9 digit)
100580100
Account (5 digit)
63000
Grants & Projects (If needed)
Activity
Account Category

Vendor #	12438	
Vendor Name	Wendt Water Works	
Address	P.O. Box 235	
City	Needville	
State	Zip Code	Date
TX	77461	03/23/10

Invoice #/Invoice Date/Desc
Invoice # 1293
Date: March, 4, 2010
Backflow device test
Test performed on 2/25/2010

Amount
75.00
Total
75.00

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

 _____ Authorized Department Approval
Treasurer's Register Stamp and Number

Wendt Water Works

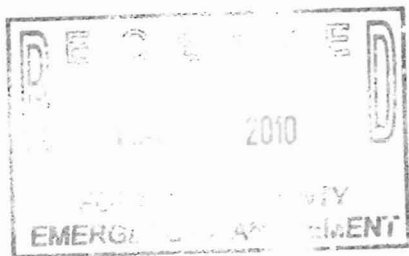
P.O. Box 235
Needville, TX. 77461

InvoiceNumber: **1293**Date: **March 04, 2010****Bill To:**

Fort Bend Co. Emergency Management
307 Fort St.
Richmond, TX. 77469

PO Number	Terms	Project
	Due upon receipt	Wade Wendt

Date	Description	Hours	Rate	Amount
2/25/10	Backflow device test	1.00	75.00	75.00
Total				\$75.00



0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$75.00	\$0.00	\$0.00	\$75.00	\$150.00