

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 29, 2010

Submitted By: Dianne Wilson

Court Agenda Date: April 6, 2010

Department: County Clerk

Phone Number: 281-341-8686

SUMMARY OF ITEM: Increase County Clerk change fund in the amount of \$100.00 due to addition of cash drawer at the Missouri City Annex Office.

RENEWAL AGREEMENT/APPOINTMENT

YES ☐ NO ☐

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES ☐ NO ☐

List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit: 100409100
 Activity (If Applicable):

Account Number: 10010

DESCRIPTION OF LAWSON ACCOUNT: County Clerk Change Fund

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

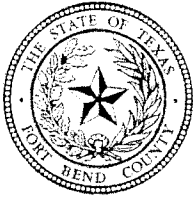
If by Fax to (281) 341-8609

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 type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input type="checkbox"/> Information Technology (281-341-4526)	<input checked="" 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):



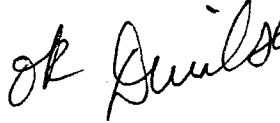
DIANNE WILSON
COUNTY CLERK

FORT BEND COUNTY CLERK

301 Jackson St., Richmond, TX 77469-3108 (Main)
303 Texas Parkway, Missouri City, TX 77459 (Branch)
(281) 341-8685
www.co.fort-bend.tx.us

Admin. Fax (281) 341-8697
Civil Fax (281) 341-4520
Misdemeanor Fax (281) 341-8681
Recording Fax (281) 341-8669

TO: MEMBERS OF COMMISSIONERS COURT

FROM: DIANNE WILSON 

DATE: MARCH 29, 2010

RE: APRIL 6, 2010 AGENDA

AGENDA COUNTY CLERK Discuss and consider approving addition of one cash drawer at the Missouri City Annex Office.

BACKGROUND:

Due to increase in volume of customers, greater visibility and seasonal events such as school enrollment – birth record requests, it is necessary add an additional cash drawer at the Missouri City Annex Office in order to assist customers and cashier money.

RECOMMENDATION:

Approve addition of one (1) cash drawer at the Missouri City Annex Office of the County Clerk and funding in the amount of \$100 to establish this cash drawer.

If you have questions, please contact me at 281-341-8686.