

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 31, 2010**

Submitted By: **Laura Dougherty**

Court Agenda Date: **April 06, 2010**

Department: **Facilities Management & Planning**

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

SUMMARY OF ITEM: **Approve Invoice No. 36236, in the amount of \$555.00, from Corporate Outfitters, for Furniture, Fixtures & Equipment 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

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):

FM100446

Corporate Outfitters

813 McKEE
HOUSTON, TX 77002
PHONE (713) 223-5920
FAX (713) 223-5516



Invoice

DATE	INVOICE #
1/21/2010	36236

BILL TO:

Ft. Bend County Auditor
301 Jackson St.
Richmond, TX 77469

SHIP TO:

Ft. Bend County Tax Office
1317 Eugene Heimann Circle
Richmond, TX 77469
Attn: Karen Stell

Handwritten signature and date 3/29/10

PO# 43781
R# 99654

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
43781	Due on Receipt	JWB	1/21/2010	Our Truck	Houston, TX	
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
2	TPL-1515	K-Log 15"D 5-tier/1-wide Box-Style Locker - Grey			154.00	308.00 ✓
1	DISEWML2...	Abco 20 Pocket Wall Mounted Display Rack - Oak			247.00	247.00 ✓



We accept VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER.

TOTAL

\$555.00 ✓

Handwritten signature