

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. M03032010-5, in the amount of \$1,500, to Division One Special Services, for services rendered for the George Memorial Library Renovation.**

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-06GMLIBRY**

DESCRIPTION OF LAWSON ACCOUNT: **GML Library Renovations**

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 type="checkbox"/> Other:		<input checked="" type="checkbox"/> County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): **Please Approve**

Fm 101085

DIVISION ONE SPECIAL SERVICES

Date: March 3, 2010

TO: Fort Bend County Auditor
301 Jackson
Richmond, Texas 77469

PO# 38486
R# 99633 line 2

[Handwritten signature]
3/29/10

PROJECT/REFERENCE NO.

PURCHASE ORDER NUMBER 38486

VENDOR No. 19133

INVOICE No. M 03032010-5

DATE	DESCRIPTION	QTY.	UNIT	TOTAL
March 3, 2010	Re-Painting of Marque Sign at George Memorial Library, 1001 Golfview Drive, Richmond, Texas 77469	1	1,500.00	1,500.00
				1,500.00



[Handwritten signature]

TOTAL DUE \$ 1,500.00

7243 CHASEWOOD * MISSOURI CITY * TEXAS 77489

