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**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: 3/31/2010

Submitted By: Rose Askew

Department: Commissioner Pct. 1

Court Agenda Date: 4/6/2010

Phone Number: 281.344.9400

**SUMMARY OF ITEM:**

Accept travel in the amount of \$748.32 to AFC Corporate Transportation for Comm. Morrison and the Fort Bend Historical Commission a charter trip to the Texas General Land Office in Austin, Tx on March 29, 2010. (Fund: Commissioner Pct. 1, Travel)

RENEWAL AGREEMENT/APPOINTMENT

YES ☐NO ☒

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES ☐NO ☒**FINANCIAL SUMMARY:**BUDGETED ITEM: YES ☐ NO ☒

FUNDNG SOURCE: Accounting Unit:10401100 Account Number: 63200  
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: Travel

**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):