

**Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office**

Date Submitted: April 07, 2010

**Submitted By: Laura Dougherty**  
**Department: Facilities Management & Planning**  
**Phone Number: 281-633-7017**

**Court Agenda Date:** April 13, 2010

**SUMMARY OF ITEM:** Approve Invoice No. 39751, in the amount of \$9,427.59 with a credit memo #39911 in the amount of \$1,784.27 for a total amount due of \$7,643.32, from DA Mid South, for FF&E costs associated with the Gus George Academy

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

List Supporting Documents Attached: [Invoice & Credit Memo](#)

### FINANCIAL SUMMARY:

**BUDGETED ITEM:** YES ☒ NO ☐

**FUNDNG SOURCE:** Accounting Unit: 732418888 Account Number:  
Activity (If Applicable): P418B-06GUSGEOR

**DESCRIPTION OF LAWSON ACCOUNT:** [Gus George Academy](#)

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

**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify):

FM19089

DA MID SOUTH  
10418 ROCKLEY RD  
HOUSTON TX 77099-3524

OK  
3/23/10

# Credit Memo

Date	Credit No.
3/23/2010	39911

Customer
COUNTY AUDITOR 301 JACKSON RICHMOND, TX 77469  PO # 40455 R # 100735

P.O. No.	Project
40455	09130

Description	Qty	Rate	Amount
Recording System - Fire Marshall (Partial Credit to Invoice # 39751, PO # 40455)		1,784.27	-1,784.27T

Amount now due for PO # 40455 = \$7,643.32

<b>Subtotal</b>	\$-1,784.27
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$-1,784.27
<b>Invoices</b>	\$1,784.27
<b>Balance Credit</b>	\$0.00



Fm 100026

DA MID SOUTH  
10418 ROCKLEY RD  
HOUSTON TX 77099-3524  
(281)833-0090

ok 1/16/10  
THIS ACCOUNT IS NOW  
OVERDUE

# Invoice

Date	Invoice #
12/31/2009	39751

Bill To
COUNTY AUDITOR 301 JACKSON RICHMOND, TX 77469  PO# 40455

Ship To
Facilities & Planning 1517 Eugene Heimann Circle, Suite 500 Richmond, TX 77471 PO # 40455 Vendor # 17200

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
40455	Net 30	DG	12/31/2009			09130
Ordered	Shipped	Item Code	Description	Price Each	Amount	
1		07-017	Recording System - Fire Marshall	9,427.59	9,427.59T 9,427.59	
<p>THIS ACCOUNT IS NOW OVERDUE</p> <p>RECEIVED MAR - 5 2010 COUNTY AUDITOR</p>						
YOUR ACCOUNT TO NOW PAST DUE!				Total	\$9,427.59	

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