

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: **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. 512231458001, in the amount of \$32.99, from Office Depot, 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**

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

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):

Em101152

12993

ORIGINAL INVOICE

10000

**Office
DEPOT**Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL USFOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
512231458001	32.99	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
11-MAR-10	Net 30	15-APR-10

BILL TO:

ATTN:ACCOUNTS PAYABLE
LAW ACADEMY
STE 202
1521 EUGENE HEIMANN CIR
RICHMOND TX 77469

005612-000010

SHIP TO:

LAW ACADEMY
STE 202
1521 EUGENE HEIMANN CIR
RICHMOND TX 77469

000010

PO# 47620

R# 100734

ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE
28743231	47620	1521EUGENEHEIMANN202	512231458001	10-MAR-10	11-MAR-10
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	SUITE	COST CENTER
263421			Debbie Kaminski	STE 202	

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	EXTENDED PRICE
-------------------------------	---------------------------------	------------	------------	-------------	------------	---------------	-------------------

Instructions: Laser Pointer #866983 out of stock and cannot be backordered

307067	LAMP,TASK,13W,VS+,LEARNIN	EA	1	1	0	32.990	32.99
J59376	307067	Y					



SUB-TOTAL 32.99

DELIVERY 0.00

SALES TAX 0.00

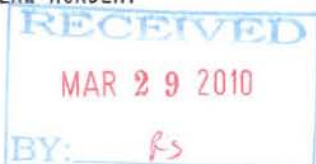
TOTAL 32.99

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
LAW ACADEMY	263421	512231458001	11-MAR-10	32.99	



FLO

002634210 5122314580017 00000003299 1 1

Please
Send Your
Check to:

OFFICE DEPOT
PO Box 88040
Chicago IL 60680-1040

Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.