



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 04/02/2024

**SUBJECT: AUTHORIZATION TO INCREASE THE CRIMINAL DISTRICT  
ATTORNEY'S IMPREST FUND FOR THE ASSET FORFEITURE  
PROSECUTION UNIT**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court authorize an increase to the Criminal District Attorney's (CDA) Imprest Fund for the Asset Forfeiture Prosecution Unit from \$1,500.00 to \$2,500.00.

**BACKGROUND**

The CDA's Imprest Fund is used to purchase cashier's checks for the Asset Forfeiture Prosecution Unit's mandatory service of citations on respondents located outside of Tarrant County, often in custody, but subject to transfer or release on bail. The fund is replenished via a Tarrant County check request which can include a waiting period. The law mandates that the State exercise all due diligence to service citations expeditiously; therefore, the CDA is requesting additional funds to sustain ongoing service activity while awaiting receipt of replenished funds.

**FISCAL IMPACT**

The additional \$1,000.00 increase to the CDA's Imprest Fund will be funded from account D8700-2024-100200.

SUBMITTED BY: Auditor Office

PREPARED BY: Kim Trussell  
APPROVED BY: Kimberly Buchanan