



PHIL SORRELLS
Criminal District Attorney
Tarrant County

March 18, 2024

Tarrant County Auditor's Office
Attn: Kim Trussell
100 E. Weatherford, Room 506
Fort Worth, TX 76196

RE: Imprest Fund for the Asset Forfeiture Prosecution Unit

Ms. Trussell:

Please accept this formal letter of request to increase the designated amount of the D8700 Criminal District Attorney Law Enforcement Imprest Fund to \$2,500.

The fund is used to purchase cashier's checks for Asset Forfeiture Prosecution Unit's mandatory service of citations on respondents located out of county, often in custody, but subject to transfer or release on bail. The law mandates that the State exercise all due diligence to service citation expeditiously.

Authorization for the Imprest fund was established prior to 2000. In July of 2013, the fund amount was increased from \$1,000 to \$1,500. The fund is replenished via Tarrant County check request, but we are in need of additional funds to sustain ongoing cashier's check requests while awaiting receipt of replenished funds.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Sorrells", is written over a horizontal line.

Phil Sorrells
Criminal District Attorney