



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 03/14/2023

**SUBJECT: APPROVAL OF INVOICE PAYMENT - AWARD TROPHIES -
SHERIFF'S OFFICE - AVANT DESIGN**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve invoice payment for award trophies, for the Sheriff's Office, to Avant Design for \$3,520.00.

BACKGROUND

The Sheriff's Office requested award trophies to be produced and picked up from Avant Designs without first obtaining a purchase order.

The vendor has been advised to not fill orders without first receiving a purchase order in a letter sent March 6, 2023. The department has been advised that a purchase order is required for purchase of these items. Future unauthorized purchases may be deemed as a donation to the County by the requesting department or the vendor providing the unauthorized good or service.

FISCAL IMPACT

Funding in the amount of \$3,520.00 is available in account 579076/10000-2023/2110010000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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