



COMMISSIONERS COURT  
COMMUNICATION

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

PAGE 1 OF 3

DATE: 06/06/2023

SUBJECT: **APPROVAL OF INVOICE PAYMENT - SERVICE CALL -  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
- NOVATECH**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve invoice payment, for Community Supervision and Corrections Department (CSCD), to Novatech for \$223.50.

**BACKGROUND**

CSCD mistakenly contacted Novatech to perform contracted work to repair a BizHub C488 Copier.

CSCD made the service call, but did not review the list of new vendors awarded on the contract. Dynamic Advantage, Inc. should have been used for this service.

**FISCAL IMPACT**

Funding in the amount of \$223.50 is available in account 526021/C0028-2023/2510100000/GCJAD-2004.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Niki Jones Chris Lax, CPSM, CPSD, CPCP
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