



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/15/2023

**SUBJECT: APPROVAL OF INVOICE PAYMENT - 4 PART CITATION BOOKS
– CONSTABLE, PRECINCT 5 - JOHN SONS PRESS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve invoice payment for 4 part citation books, for Constable, Precinct 5, to John Sons Press for \$805.50.

BACKGROUND

Constable Precinct 5 had work performed before getting approval.

The department has been advised that Purchase Orders are required for purchase of these items and that future unauthorized purchases may be deemed as a donation to the County without reimbursement by the requesting department or vendor providing the unauthorized good or service.

In a letter dated July 19, 2023, the vendor was informed not to fill orders without first receiving a purchase order.

FISCAL IMPACT

Funding in the amount of \$805.50 is available in account 521011/10000-2023/2250100000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Caleb Rojo Chris Lax, CPSM, CPSD, CPCP
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