

1001 Preston, Suite 652  
Houston, Texas 77002-1816



(832) 927-6865  
Fax: (832) 927-0056  
truinfo@harriscountytexas.gov

**DR. CARLA L. WYATT**  
HARRIS COUNTY TREASURER

January 18, 2023

Commissioner's Court  
Harris County, Texas

**RE: Establishment of New Bank Accounts**

Dear Court Members,

In accordance with County Auditor Procedure C.5 entitled *Opening New Bank Accounts*, the County Treasurer's Office has received a request to open two (2) new bank accounts for Harris County Constable Precinct 8. The purpose of the first new bank account is to receive federal forfeited assets from the United States Department of Justice. The purpose of the second new bank account is to receive federal forfeited assets from the United States Department of the Treasury.

The County Treasurer recommends the request be adopted:

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, duly put and carried it is ordered that the establishment of the bank accounts listed below for Harris County Constable Precinct 8 be approved. The request is in accordance with County Auditor Procedure C.5.

**One (1) bank account to receive federal forfeited assets from the United States Department of Justice.**

**One (1) bank account to receive federal forfeited assets from the United States Department of the Treasury.**

Please let us know if you have any questions or need additional information.

Sincerely,

Dr. Carla L. Wyatt  
Harris County Treasurer

## NEW BANK ACCOUNT REQUEST FORM

EFFECTIVE DATE

### SECTION 1

#### COUNTY DEPARTMENT REQUESTING NEW BANK ACCOUNT

Step 1: Complete **SECTION 2A** of the Harris County New Account Checklist on page 2 below.  
Step 2: Sign below.  
Step 3: Send all pages to Financial Management.

  
County Department Requester's Signature

Jodi Kimball, HC Constable Pct 8, Chief Cler  
County Department Requester's Printed Name

12/08/2022  
Date

#### FINANCIAL MANAGEMENT

Step 1: Complete **SECTION 2B** of the Harris County New Account Checklist starting on page 2 below.  
Step 2: Complete and sign below.  
Step 3: Send all pages to the Auditor's Office.

Bank Name: Codence Bank N.A.

Name of Account: HC Constable Precinct 8 Federal Forfeited Assets - Treasury

Purpose of Account: Federal Seized Assets for Constable Precinct 8

  
Financial Management

~~01/10/2023~~ EX 01/10/2023  
Date

#### AUDITOR'S OFFICE

  
County Auditor (or Designee\*)

1/11/2023  
Date

\* The individuals authorized as a Designee are the same individuals authorized to approve EFTs for the Auditor's Office. See Attachment A to Accounting Procedure D.4-1 for the list of Designees.

#### TREASURER'S OFFICE

Is Commissioners Court approval required for this new bank account?

☐ Yes

☐ No. Explain: \_\_\_\_\_

  
County Treasurer

Date

#### COMMISSIONERS COURT APPROVAL, IF REQUIRED (SEE ABOVE)

Recommended to Commissioners Court By

County Treasurer

Date

Commissioners Court Approval

Date

#### TREASURER'S OFFICE - OPENING OF ACCOUNT VERIFICATION

Bank's Opening of Account Verified By

Bank Account Numbers

Regular: \_\_\_\_\_

Sweep: \_\_\_\_\_

County Treasurer

Date

#### AUDITOR'S OFFICE - AFTER ACCOUNT HAS BEEN VERIFIED BY TREASURER'S OFFICE

☐ Bank Account Setup completed (Financial Accounting)

☐ Added to Bank Reconciliation List (Revenue Accounting)

## NEW BANK ACCOUNT REQUEST FORM

EFFECTIVE DATE

### SECTION 1

#### COUNTY DEPARTMENT REQUESTING NEW BANK ACCOUNT

Step 1: Complete **SECTION 2A** of the Harris County New Account Checklist on page 2 below.

Step 2: Sign below.

Step 3: Send all pages to Financial Management.

  
County Department Requester's Signature

Jodi Kimball, HC Constable Pct 8, Chief Cler  
County Department Requester's Printed Name

12/08/2022  
Date

#### FINANCIAL MANAGEMENT

Step 1: Complete **SECTION 2B** of the Harris County New Account Checklist starting on page 2 below.

Step 2: Complete and sign below.

Step 3: Send all pages to the Auditor's Office.

Bank Name: Cadence Bank N.A.

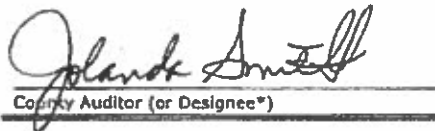
Name of Account: HC Constable Precinct 8 Federal Forfeited Assets - Justice

Purpose of Account: Federal Seized Assets for Constable Precinct 8

  
Financial Management

~~12/08/2022~~ <sup>EX</sup> 01/10/2023  
Date

#### AUDITOR'S OFFICE

  
County Auditor (or Designee\*)

1/11/2023  
Date

\* The individuals authorized as a Designee are the same individuals authorized to approve EFTs for the Auditor's Office. See Attachment A to Accounting Procedure D.4-1 for the list of Designees.

#### TREASURER'S OFFICE

Is Commissioners Court approval required for this new bank account?

☐ Yes

☐ No. Explain: \_\_\_\_\_

  
County Treasurer

Date

#### COMMISSIONERS COURT APPROVAL, IF REQUIRED (SEE ABOVE)

Recommended to Commissioners Court By

County Treasurer

Date

Commissioners Court Approval

Date

#### TREASURER'S OFFICE - OPENING OF ACCOUNT VERIFICATION

Bank's Opening of Account Verified By

Bank Account Numbers

Regular: \_\_\_\_\_

Sweep: \_\_\_\_\_

County Treasurer

Date

#### AUDITOR'S OFFICE - AFTER ACCOUNT HAS BEEN VERIFIED BY TREASURER'S OFFICE

☐ Bank Account Setup completed (Financial Accounting)

☐ Added to Bank Reconciliation List (Revenue Accounting)

**From:** Kimball, Jodi (Constable Pct. 8)  
**To:** Ramirez, Elizabeth (Office of Management and Budget)  
**Subject:** Federal Seized Asset Account  
**Date:** Wednesday, November 30, 2022 9:50:20 AM  
**Attachments:** image002.wmz

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Good Morning Elizabeth,

Our department needs to have a bank account opened for Federal Seized Assets.  
We have two cases; one is pending and the other has been approved. We need to have the account set up before we can accept the funds.

Can you help us with this?

Thank you,  
Jodi



*Jodi Kimball, Chief Clerk*  
Harris County Constable's Office, Pct. 8  
7330 Spencer Hwy.  
Pasadena, TX 77505  
713-274-3477  
e-fax 713-437-4690



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