

Date: \_\_\_\_\_

## PROPOSED GIFT TO HARRIS COUNTY, TEXAS

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**DEPARTMENT ACCEPTING GIFT AND SUBMITTING REQUEST TO COMMISSIONERS COURT**

Department Name	Fund	Department #

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**DEPARTMENT RETAINING GIFT UPON COMMISSIONERS COURT APPROVAL (IF DIFFERENT FROM ABOVE DEPARTMENT)**

Department Name	Fund	Department #

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\_\_\_\_\_  
Gift Description\*

\$ \_\_\_\_\_  
Total Dollar Amount or Estimated Market Value\*

\_\_\_\_\_  
Name of Donor(s)

**\*NOTE:** If there are no restrictions, please indicate. If more space is required, please identify or summarize above and indicate that there is an attachment.

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**Special Purposes/Restrictions:**

**NOTE:** If there are no restrictions, please indicate. If more space is required, please identify or summarize above and indicate that there is an attachment.

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Accepted:

Harris County, Texas

By: \_\_\_\_\_

Per Commissioners Court Order:      Volume \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_



Honoring the sacrifice.  
Answering the call.

James R. Graves, Jr., Chairman  
Cheryl Duff, President  
Vice Presidents:  
Ray Garcia  
Michael R. Harris  
Mark A. Turzillo  
Anne P. French, Secretary/Treasurer  
William F. Skeen, Executive Director

August 2, 2022

Constable Sherman Eagleton  
Harris County Constable Pct. 3  
701 W Baker Rd  
Baytown TX 77501-2376

Dear Constable Eagleton:

The 100 Club Board of Directors met on Tuesday, August 2, 2022 and on the recommendation of the Finance and Request Committee, they approved to provide up to \$22,564.80 for 12 ballistic vests.

For your information and compliance, the procedures for securing these items are enclosed. **Once the equipment has been received, you will need to notify us in writing (item #3 of the securing procedures). No invoices may be paid until we have your written statement.** We may also want to make a formal presentation of the equipment.

Cordially,

William F. Skeen  
Executive Director

WFS/jc  
enclosure



The following procedures and specifications will be followed in securing equipment:

1. The agency should specify The 100 Club as the **BILL TO**  
**BILL TO: The 100 Club**  
**6919 Portwest Dr #150**  
**Houston Texas 77024**
2. All invoices are to be dated and signed by agency CEO.
3. Once the ordered items have been received. Please send an email to [William@the100Club.org](mailto:William@the100Club.org) with a copy of the invoice and a letter, signed by the agency CEO, certifying that the all items were received and in satisfactory condition and approve payment of the invoice.
4. Payment will be sent upon receipt of the above documentation.
5. The 100 Club would like to pay all invoices in a timely manner, and request that each agency be responsible for getting the proper documentation to The 100 Club office, within a reasonable time frame.
6. The 100 Club logo will be affixed to items purchased for law enforcement. Logos are available through The 100 Club office. Please contact Lyle Ruybalid 713-952-0100 extension 15 for help with securing logos.
7. Please contact [lyle@the100club.org](mailto:lyle@the100club.org) to secure 100 Club bumper stickers for all of your marked agency vehicles per the equipment request agreement.
8. Please contact [lyle@the100club.org](mailto:lyle@the100club.org) to coordinate a presentation of the equipment.
9. If you have any questions, please contact Executive Director William Skeen at 713-952-0100 extension 17