

**To:** Harris County Commissioners Court

**Through:** Director Name, Title, Department

..prepared

**Prepared By:** Iliana Mize, Office Administrator, Office of Court Management

**Subject:** Use of Expense Card for Miscellaneous Expenses for Various Functions/Meetings

..end

**Project ID (If applicable):**

**Purpose and Request:**

..title

Request for approval to use the department's purchasing card to purchase food, beverages and related supplies for various county functions, events, meetings, presentations, conferences, and activities not to exceed \$6,000.00 during FY 2021-2022.

..end

**Background and Discussion:**

Coordinating meetings for multiple elected judges and staff is easiest during the lunch hour and better attended with lunch provided.

**Fiscal Impact:**

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
<b>Service Impacted:</b> <i>[Please provide service or division where expenditure will be used]*</i>		\$6,000	
Existing Budget		\$6,000	
Additional Appropriation Requested			
<b>Total Expenditures</b>		\$6,000	
<b>Funding Sources</b>			
Existing Department Budget		\$6,000	
Please Identify Funding Source (General Fund, PIC, Special Revenue, Grant, Etc.)		<b>General</b>	
[INSERT FUNDING SOURCE HERE]*			
<b>Total Sources</b>			

**Alternatives:**

**Alignment with Strategic Objective:**

**Attachments:**



**HARRIS COUNTY  
OFFICE OF COURT MANAGEMENT**

March 11, 2021

Commissioners' Court  
Harris County Administration Building  
1001 Preston, 9<sup>th</sup> floor  
Houston, Texas 77002

Re: Miscellaneous Expenses for Various Functions/Meetings

Members of Commissioners' Court:

At this time, our office is respectfully requesting approval to use the department's purchasing card to purchase food, beverages and related supplies for various county functions, events, meetings, presentations, conferences, and activities not to exceed \$6,000.00 during FY 2021-2022.

Thank you for your time and consideration, if I can provide additional information, please call on me.

Respectfully,

Ed Wells