



Legislation Text

File #: 21-969, Version: 1

To: Harris County Commissioners Court

Through: Director Name, Title, Department

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

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

Project ID (If applicable):

Purpose and Request:

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 during FY 2021-2022.

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]
Service Impacted: <i>[Please identify division where expenditures will be incurred]</i>		\$6,000	
Existing Budget		\$6,000	
Additional Appropriation Requested			
Total Expenditures		\$6,000	
Funding Sources			
Existing Department Budget		\$6,000	
Please Identify Funding Source (Special Revenue, Grant, etc.)		<u>General</u>	
[INSERT FUNDING SOURCE]			
Total Sources			

Alternatives:

Alignment with Strategic Objective:

Attachments: