



Legislation Details (With Text)

File #: 21-969 **Version:** 1 **Name:**
Type: Request for approval **Status:** Passed
File created: 3/12/2021 **In control:** Commissioners Court
On agenda: 3/30/2021 **Final action:** 3/30/2021
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 during FY 2021-2022.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 21-969 - Harris County Agenda Cover Sheet.OCM Expense Card.pdf

Date	Ver.	Action By	Action	Result
3/30/2021	1	Commissioners Court		

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 division where expenditure</i>		\$6,000	
Existing Budget		\$6,000	

Additional Appropriation R			
Total Expenditures		\$6,000	
Funding Sources			
Existing Department Budg		\$6,000	
Please Identify Funding S Special Revenue, Grant, I		<u>General</u>	
[INSERT FUNDING SOUR			
Total Sources			

Alternatives:

Alignment with Strategic Objective:

Attachments: