



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 the 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: