Legislation Text

File #: 21-1768, **Version:** 1

To: Harris County Commissioners Court

Through: Isabel Longoria, Elections Administrator
Prepared By: Tyler James, Chief of Staff, Office of the Elections Administrator

Subject: Use of Expense Card for Miscellaneous Expenses for Elections
Project ID (If applicable]:

Purpose and Request:
Request for approval to use the department's purchasing card to purchase food, beverages and related supplies not to exceed $15,000.00 during FY 2021-2022.

Background and Discussion:

These funds would be for election related expenses including food for staff working extended hours during elections. Staff are required to be on duty in many elections for times exceeding 18 hours. In order to facilitate efficient running of elections the EA would like to have food available to staff to allow for them to remain on site during important days in the election calendar.
Fiscal Impact:

No Fiscal Impact

Fiscal Summary			
Expenditures	**FY 20-21**	**FY 21-22 Projected**	**Future Years Projected [3 additional years]**
Service Impacted:			
Existing Budget		**$6000**	
Additional Appropriation			
Total Expenditures			
Funding Sources			
Existing Department Budg		**$6000**	
Please Identify Funding Sc Special Revenue, Grant, E		**516**	
[INSERT FUNDING SOURC			
Total Sources			

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Alternatives: N/A

Alignment with Strategic Objective:

Attachments: N/A

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