



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER _____

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DATE: 10/15/2024

**SUBJECT: APPROVAL OF INVOICE PAYMENT - CHECK PRINTING -
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT -
UNIPRO BUSINESS RESOURCES**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve invoice payment for Check Printing, for Community Supervision and Corrections Department (CSCD), to Unipro Business Resources for \$1,308.75.

BACKGROUND

CSCD requested a printing order from vendor, Unipro Business Resources, without approval. The vendor has been advised to not fill orders without first receiving a purchase order in a letter sent September 9, 2024. The department has been advised that a purchase order is required for purchase of these items. Future unauthorized purchases may be deemed as a donation without reimbursement by the requesting department or the vendor providing the unauthorized good or service.

FISCAL IMPACT

Funding in the amount of \$1,308.75 is available in account C0010-2024 CGJAD-2004 Basic Supervision/2510100000 CSCD Administration/521011 CSCD Supplies.

SUBMITTED BY	Purchasing	PREPARED BY:	Caleb Rojo
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



2500 Industrial Parkway
Dewey, OK 74029
918-661-2160
918-661-2121

P.O. NUMBER	JOB NUMBER	FREIGHT		DATE SHIPPED	INVOICE DATE	INVOICE NUMBER
Kendra Foster	1-203970	☐ PREPAID	☐ COLLECT	07/30/24	08/12/24	1-284750

SOLD TO
Tarrant County Auditor's Office
100 E Weatherford, Suite 506
Fort Worth, TX 76196-0103

SHIPPED TO
Tarrant County Auditor's Office
100 E Weatherford, Suite 506
Fort Worth, TX 76196-0103

CUSTOMER NUMBER	F.O.B.	SHIPPED VIA	PAYMENT TERMS
8001			NET 20

QUANTITY	CARTONS	DESCRIPTION	UNIT PRICE	AMOUNT
15		1 PT CSCD CHECK PRINTING	87.25	1,308.75
			FREIGHT	
			TAX	

UNIPRO'S credit terms require payment of each invoice to be received by the applicable due date. On each invoice not so paid a late charge may be imposed on the unpaid amount for the period of default. The late charge is at the rate of 1 1/2% per month, which is an annual percentage rate of 18%.

DISCOUNT IF PAID BEFORE

TOTAL DUE
\$1,308.75

PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



2500 Industrial Parkway
Dewey, OK 74029
918-661-2160
918-661-2121

INVOICE NUMBER	CUSTOMER NUMBER	INVOICE DATE	SHIPPED VIA	DATE SHIPPED	TOTAL DUE
1-284750	8001	08/12/24		07/30/24	\$1,308.75

SOLD TO
Tarrant County Auditor's Office
100 E Weatherford, Suite 506
Fort Worth, TX 76196-0103

MAKE CHECKS PAYABLE TO:
UNIPRO BUSINESS RESOURCES
P.O. BOX 9
DEWEY, OK 74029

WE APPRECIATE YOUR BUSINESS



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Approval of Invoice Payment - Check Printing - Community Supervision and Corrections Department - Unipro Business Resources

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No ✓

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No ✓

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
