

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 4/10/2024

Meeting Date: 4/22/2024

Submitted By: April Long

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Court Decision:
This section to be completed by County Judge's Office



APPROVED

April 22, 2024

Description:

Consideration and approval to spend \$760.85 from 0212: Records Mgmt & Preservation-County Clerk for the purchase of file boxes for the preservation of court records.

(May attach additional sheets if necessary)

Person to Present: April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Quote

This quote was generated automatically from your shopping cart for one-time use. Orders placed for quoted items are subject to further review and acceptance by Staples. Pricing and availability are subject to change at any time. Staples reserves the right to reject any order and/or to correct any errors, inaccurate submissions contained in the quote, including after an order has been submitted. Please contact your account representative with any questions.

Shipping & Delivery

Sarah George
 COUNTYCLERKREC
 JOHNSON COUNTY
 2 N MAIN ST
 RM 131 SIGNATURE REQ
 CLEBURNE, TX 76033-5500 US
 555-555-5555

Accounting

Budget Center
 010615-SCC

Purchase Order
 Not specified

PO Release
 Not specified

Order Summary

Items (2) \$760.85
 Pretax subtotal \$760.85

Total \$760.85

Order will be paid through invoice

You're saving \$532.75 on this order!

2 items in cart

Delivery



Staples Basic-Duty File Box, Lift Off Lid, Letter/Legal, White/Black, 10/Pack (TR59208)

Item #: 825695 | MFR Item #: 23325011 | CIN #: 825695

[Core List Item](#) [RECYCLE](#) [Eco ID](#)

10 @ \$19.58 10/PK **\$195.80**

~~\$29.19~~

Next-Day *delivery*



Staples Heavy Duty File Box, Lift Off Lid, Letter/Legal, White/Gray, 12/Carton (TR59219)

Item #: 230524 | MFR Item #: 2522503 | CIN #: 230524

[Core List Item](#) [RECYCLE](#) [Eco Feature](#)

15 @ \$37.67 12/C **\$565.05**

~~\$66.76~~

Next-Day *delivery*