



AGENDA PLACEMENT FORM

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

Date: June 26, 2023

COMMISSIONERS COURT

Meeting Date: July 10, 2023

JUL 10 2023

Submitted By: April Long

Approved

Department/Office: County Clerk

Signature of Director/Official: April Long

Agenda Title:
Consideration of Expenditures from Special Fund 0212: Record Management & Preservation - County Clerk

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

As required by LGC Sec. 135.154, we are seeking approval to spend budgeted funds as follows: \$3,010.00 for the purchase of case binders used to maintain the preservation of court records and \$753.40 for the purchase of heavy-duty file boxes for the preservation of court records; for a total of \$3,763.40 from 0212-5100-53110-GG

(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: Consent Agenda (Action Item, Workshop, Consent, Executive)

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

Please Inter-Office All Original Documents to County Judge’s Office Prior to Deadline & List All External Persons Who Need a Copy of Signed Documents In Your Submission Email

Heather Hart

From: timothy munz <tmunz07@gmail.com>
Sent: Wednesday, June 14, 2023 4:17 PM
To: Heather Hart
Subject: Re: Casebinder Quote

You don't often get email from tmunz07@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the Johnson County email system.
DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.

we are pleased to provide the following quote for casebinders. repeat of previous order:

38 boxes of 50 each. \$69.00 each. shipping and delivery \$388.00.

Thank you,

Timothy Munz
Filex

Files: \$2,622
Shipping: \$388.00

Total: \$3,010.00

On Wed, Jun 14, 2023 at 12:42 PM timothy munz <tmunz07@gmail.com> wrote:
Will do.

On Wed, Jun 14, 2023 at 11:31 AM Heather Hart <hhart@johnsoncountytexas.org> wrote:

Hello Tim,

It's that time again, 😊 may I please get a price quote for:

12 boxes of Red legal size, top tab, embedded fastener, no wingflap.

6 boxes of Manilla legal size, top tab, embedded fastener, no wingflap.

2 boxes of Goldenrod legal size, top tab, embedded fastener, no wingflap.

3 boxes of Brown legal size, top tab, embedded fastener, no wingflap.

5 boxes of Purple legal size, top tab, embedded fastener, no wingflap.

8 boxes of Blue legal size, top tab, embedded fastener, no wingflap.

2 boxes of Green legal size, top tab, embedded fastener, no wingflap.

Please include the cost of shipping in your quote, thank you so much!



Thank you,

Heather Hart

Deputy Clerk

Johnson County Clerk

204 S. Buffalo St.

Cleburne, TX 76033

(817)556-6323 Ext: 1303

Shipping & Delivery

Heather Hart
COUNTYCLERK
JOHNSON COUNTY
204 S BUFFALO ST
RM 407 SIGNATURE REQ
CLEBURNE, TX 76033-5404 US
817-556-6323 x 1303

Accounting

Budget Center
010615-SCC

Purchase Order
Not specified

PO Release
Not specified

Order Summary

Items (1)	\$753.40
Pretax subtotal	\$753.40
Total	\$753.40

Order will be paid through invoice

1 item in cart

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

20 @ \$37.67 12/CT
~~\$76.99~~

\$753.40