



**Travis County Commissioners Court Agenda Request
TRAVIS COUNTY HOUSING FINANCE CORPORATION**

Meeting Date: August 13, 2013

Prepared By/Phone Number: Andrea Shields, Manager/854-9116

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, Planning and Budget/854-9106

Commissioners Court Sponsor: Samuel T. Biscoe, President

AGENDA LANGUAGE:

Consider and take appropriate action to approve payment of an invoice totaling \$125.00 from the Corporation's outside financial services provider.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

See attached.

ISSUES AND OPPORTUNITIES: None.

FISCAL IMPACT AND SOURCE OF FUNDING: None.

REQUIRED AUTHORIZATIONS: Andrea Shields, Manager/854-9116;
Leslie Browder, County Executive, Planning and Budget/854-9106

Vickie Lynn Schubert
2819 Salado St.
Austin, TX 78705

RECEIVED

13 AUG -6 AM 9: 51

TRAVIS COUNTY
PLANNING & BUDGET OFFICE

July 31, 2013

Services Provided in July 2013

Invoice/Remittance # 1301

Detail:

7/29/2013	TBRA RSP - Create client invoices on QuickBooks, prepare rent and utility checks, submit related draws on TDHCA contract system, produce and file related documentation	2.5
Total hours worked		<u>2.5</u>
Hourly rate per contract		\$ 50
Total amount due		<u>\$ 125</u>

Please remit to address shown above.