



Galveston County Request for Early Release of Check

Why do you need
the early release?

The PO in question, #0001220, is no longer a valid PO, and the invoice is overdue. The invoice submitted on Nov 28, 2025, is not able to be paid out until a new PO is created. The OEM has submitted a requisition.

Early Release Date
Needed

Check Amount \$ 4,800.00

Vendor Name

John Herrmann

Requested by
(Employee)

Jesse B. Ryholt
(print name)

5003
(Ext.)

(signed) [Signature]

Approved by
(Department
Head)

Jesse B. Ryholt
(print name)

5003
(Ext.)

(signed) [Signature]

Department Name

Galveston County Office of Emergency Management

Disposition

☐ Mail ☐ Pickup

Approved by
County Auditor

Sergio Cruz
(signed)

01/05/2026

(date)

Approved by
County Judge

Mark Henry
(signed)

01/06/2026

(date)

**** It is mandatory that you HAND DELIVER the request to the County Auditor for approval, then HAND DELIVER the request to the County Judge for approval to process the request. The form must have all original signatures; all blanks must be completed before request will be processed. You will also need backup documentation when making the request. (i.e., purchase order or affidavit, invoice copy, receipts, etc.) Please return the signed request to the Auditor's Office after approval by the County Judge. The release of funds will be from the County Clerk's Office - Treasury Division.**

Check No: AP00484775

Check Date: 01/09/2026

Release Date: 01/09/2026