



## Galveston County Request for Early Release of Check

Why do you need  
the early release?

The TAC Reserve fund balance is due on Saturday 01/17/2026.

This is required due to unexpected claim cost.

Early Release Date  
Needed

01/14/2026

Check Amount \$ 87,547.55

Vendor Name

Texas Association of Counties

Requested by  
(Employee)

Donna Green  
(print name)

X5427  
(Ext.)

*Donna Green*  
(signed)

Approved by  
(Department  
Head)

Sergio Cruz  
(print name)

5398  
(Ext.)

*Sergio Cruz*  
(signed)

Department Name

Sergio Cruz

Disposition

☒ Mail ☐ Pickup

Approved by  
County Auditor

*Sergio Cruz*  
(signed)

01/13/2026  
(date)

Approved by  
County Judge

*Mark Henry*  
(signed)

01/13/2026  
(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: PA00348788

Check Date: 01/14/2026

Release Date: 01/14/2026