



Galveston County Request for Early Release of Check

Why do you need
the early release?

According to the workday date submitted on 11/12/2025, the vendor is required to receive payment within 30 days. Therefore, the payment due date is set for December 12th.

Early Release Date
Needed

12/09/2025

Check Amount \$ 77,985.50

Vendor Name

Bryant industrial Services LLC.

Requested by
(Employee)

Nancy Baher
(print name)

5556
(Ext.)

(signed)

Approved by
(Department
Head)

Michael Shannon
(print name)

5453
(Ext.)

(signed)

Department Name

Engineering

Disposition

☒ Mail ☐ Pickup

Approved by
County Auditor

Sergio Cruz
(signed)

12/09/2025
(date)

Approved by
County Judge

Mark Henry
(signed)

12/09/2025
(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: AP00484361

Check Date: 12/10/2025

Release Date: 12/10/2025