



Galveston County Request for Early Release of Check

Why do you need
the early release?

We ordered T-Shirts for the Walk Across Texas group walk on April 11th 2026. The vendor will not release the T-Shirts until this is paid in full.

Early Release Date
Needed

04/03/2026

Check Amount \$ \$4,284.00

Vendor Name

Malcolm Golliday DBA D.J.'s "R" Us

Requested by
(Employee)

Misty Reed
(print name)

5350
(Ext.)

Misty Reed
(signed)

Approved by
(Department
Head)

Rebecca Gilliam
(print name)

5358
(Ext.)

Rebecca Gilliam
(signed)

Department Name Human Resources

Disposition

☐ Mail ☒ Pickup

Approved by
County Auditor

[Signature]
(signed)

3/30/26
(date)

Approved by
County Judge

Mark Henry
(signed)

03/30/2026
(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: AP00486297

Check Date: 04/06/2026

Release Date: 04/06/2026

**[Malcolm Golliday DBA D.J.'s "R" Us
Mobile DJ Service](Graphics, Photo's,
Web Design, Videos, and T-Shirt's)**



[03/24/2026] Invoice #1

Bill To		Ship To	
Customer	Galveston County Human Resources	Recipient	Rebecca Gilliam
Customer ID#	Galveston County Human Resources	Address	722 Moody Ave. Galveston, Tx 77550
Address	722 Moody Ave. Galveston, Tx 77550	Phone	(409) 770-5346
Phone	(409) 770-5346		
Payment Due	TBD	Delivery Date	TBD
Salesperson	Malcolm Golliday aka DJ Bigg-Mac	Delivery Method	Hand Delivered
Payment Terms	\$cashapp, Cash, Zelle, Apple Pay, Venmo, or Check	Shipping Terms	Free

Qty.	Item#	Description	Unit Price	Discount	Line Total
204		Light Blue , Dri Blend, Walk Across Texas T-Shirts	\$21.00 Each		\$4284.00
10		Small			
45		Medium			
60		Large			
47		X-Large			
29		2XL			

11		3XL			
2		4XL			
				Total Discount	\$0.00
				Subtotal	\$4284.00
				Sales Tax	0
				Total	\$4284.00
				Balance	\$4284.00

Thank you for your business!

Gilliam, Rebecca

From: Rodriguez, Francisco
Sent: Tuesday, March 24, 2026 2:09 PM
To: Gilliam, Rebecca
Cc: Clark, Ashley; Bleyle, Angela
Subject: RE: Request for Purchasing Review

Follow Up Flag: Follow up
Flag Status: Flagged

Approved. I do not see any policy that prohibits us. It has also been reviewed by our Legal section.

Thanks

From: Gilliam, Rebecca <Rebecca.Gilliam@galvestoncountytexas.gov>
Sent: Tuesday, March 24, 2026 12:48 PM
To: Rodriguez, Francisco <Francisco.Rodriguez@galvestoncountytexas.gov>
Cc: Clark, Ashley <Ashley.Clark@galvestoncountytexas.gov>; Bleyle, Angela <Angela.Bleyle@galvestoncountytexas.gov>
Subject: Request for Purchasing Review

Good afternoon,

As you may know, Human Resources has launched an eight-week wellness program, Walk Across Texas. On the March 30th Commissioner's Court, we are asking the Court if we can use wellness funds to purchase participation t-shirts.

I have received two quotes for these t-shirts.

1. Custom Ink – (we used this vendor for our t-shirts last year) – quote attached.
2. DJ's "R" US Service & More – quote attached.

We would like to use DJ's "R" US Service & More for our 2026 T-shirts since the price is lower, and the vendor has provided sample t-shirts and designed the logo for the event.

I would like to disclose that DJ's "R" US Service & More is owned by an active County employee. I have checked with Veronica Vanhorn, and she does not believe there is any conflict of interest.

Please let me know if you approve this purchase or would like to schedule a meeting to review the quotes and request for services.

Thank you!



Rebecca Gilliam

Director, Human Resources
Galveston County Human Resources
722 Moody Ave. Galveston, TX 77550
rebecca.gilliam@galvestoncountytx.gov
Office: 409-770-5346

Is Direct Intercompany: No

Payment Category	Payee / Payor	Transaction Date	Payment Type	Settlement Run	Transaction Reference	Payment Amount
Supplier Payment	Golliday, Malcolm L.	04/06/2026	Check	SR-0000353	486297	4,284.00
						4,284.00

GALVESTON COUNTY, TEXAS

List of County Auditor's Approved Claims for Voucher Warrants Dated 04/06/2026

Approved Order to pay by Commissioners Court this day April 13, 2026


Sergio Cruz, County Auditor


Mark Henry, Galveston County Judge



Darrell A. Apffel, Galveston County Commissioner, Pct 1



Joe Giusti, Galveston County Commissioner, Pct 2



Hank Dugie, Galveston County Commissioner, Pct 3

ATTEST:

Dwight D. Sullivan, County Clerk



Robin Armstrong, MD, Galveston County Commissioner, Pct 4

Deputy

By: 
Melissa A. Childs

