



Galveston County

Request for Early Release of Check

Why do you need
the early release?

We are currently behind on two invoices for the Galveston County Road Rehabilitation Project (PO-0008273) due to a budget error that needed to be resolved. This issue has now been fixed, and we are ready to issue payments for pay applications 10 and 11

Early Release Date
Needed

01/05/2026

Check Amount \$ 287,104.25

Vendor Name

Lucas Construction Company Inc.

Requested by
(Employee)

Nancy Baher
(print name)

5556
(Ext.)

Nancy Baher
(signed)

Approved by
(Department Head)

Michael Shannon
(print name)

5453
(Ext.)

Michael Shannon
(signed)

Department Name

Engineering

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: EFT-0044660

Check Date: 01/06/2026

Release Date: 01/06/2026