



Galveston County Request for Early Release of Check

Why do you need the early release?

Release is necessary in order to secure services of vendor to produce February delinquent notices timely. There was confusion with the billing due to the complexity of producing multiple types of statements at various times. The reporting and concurrence took a couple of months.

Early Release Date Needed

ASAP

Check Amount \$ 35,460.85

Vendor Name

DMP BPO (Direct Mail Partnership Burke Assets Partnership)

Requested by (Employee)

Aimee McBride
(print name)

2260
(Ext.)

NA until Monday
(signed)

Approved by (Department Head)

Cheryl E. Johnson
(print name)

3277
(Ext.)

Cheryl E. Johnson
(signed)

Department Name

Galveston County Tax Office

Disposition

Mail Pickup

Approved by County Auditor

Sergio Cruz
(signed)

02/06/2026
(date)

Approved by County Judge

[Signature]
(signed)

02/09/2026
(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: AP00485289

Check Date: 02/09/2026

Release Date: 02/09/2026



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Check No: _____ Check Date: _____ Release Date: _____

1101 151500 5311000

DMP BPO
1601 Wallace Dr, Suite 120
Carrollton, TX 75006-6639

Invoice

Date	Invoice #
10/31/2025	84679

Bill To
GALVESTON COUNTY TAX OFFICE 722 MOODY AVENUE GALVESTON, TX 77550

PO # 9020

PO#	Rep
	KKB

Description	Serviced	Amount
GALVESTON COUNTY TAX STATEMENTS 2025		
CONTRACT #CM21276 RFP B212016A *****REVISED*****CORRECTION ON ESCROW		
NON SCHOOL STATEMENTS		
LASER PRINT TAX STATEMENTS	77,780	0.0641 4,985.70
PRINT 2025 NEWSLETTER (DUPLEX)	110,000	0.04533 4,986.30
PRINTING CHARGE BAD FILE NEWSLETTERS	110,000	0.023 2,530.00
INSERTING/FOLDING STATEMENTS, NEWSLETTER AND #9 ENVELOPE	60,305	0.0484 2,918.76
STATEMENT IMAGES AND DATA AND MEDIA	1	300.00 300.00
ANNUAL REVISION PUBLISHER FILE FORM X 2	2	200.00 400.00
GALVESTON #10 ENVELOPES	120,000	0.04798 5,757.60
GALVESTON #9 ENVELOPES	90,000	0.04115 3,703.50
DMP 9X12 ENVELOPES	882	0.185 163.17

Subtotal
Tax (8.25%)
Total
Payments/Credits
Balance Due

Phone #
(972) 446-3671

DMP BPO
1601 Wallace Dr, Suite 120
Carrollton, TX 75006-6639

Invoice

Date	Invoice #
10/31/2025	84679

Bill To
GALVESTON COUNTY TAX OFFICE 722 MOODY AVENUE GALVESTON, TX 77550

PO#	Terms	Due Date	Rep
	Due on receipt	10/31/2025	KKB

Description	Serviced	Quantity	U/M	Rate	Amount
FEDERAL EXPRESS HANDLING PROOFS/RETURN APPROVAL PACKAGE		1		125.51	125.51
SHIPPING REQUESTED ZERO NO MAILS AND THUMB DRIVE SHIPPING PROOF RETURNS THUMBDRIVE AND UPLOAD TO ACT		1		24.72	24.72
		1		9.10	9.10
		1		50.00	50.00
LESS POSTAGE ESCROW RECEIVED \$73,000		-1		73,000.00	-73,000.00
POSTAGE USED FOR NON SCHOOL TAX STATEMENTS		1		38,902.01	38,902.01
SCHOOL TAX STATEMENTS LASER PRINT TAX STATEMENTS		85,830		0.0641	5,501.70
INSERTING/FOLDING STATEMENTS, NEWSLETTER AND #9 ENVELOPE		58,568		0.0484	2,834.69
DMP 9X12 ENVELOPES		1,270		0.185	234.95
POSTAGE USED FOR SCHOOL TAX STATEMENTS		1		39,033.14	39,033.14

Subtotal
Tax (8.25%)
Total
Payments/Credits
Balance Due

Phone #
(972) 446-3671

DMP BPO
1601 Wallace Dr, Suite 120
Carrollton, TX 75006-6639

Invoice

Date	Invoice #
10/31/2025	84679

Bill To
GALVESTON COUNTY TAX OFFICE 722 MOODY AVENUE GALVESTON, TX 77550

PO#	Terms	Due Date	Rep
	Due on receipt	10/31/2025	KKB

Description	Serviced	Quantity	U/M	Rate	Amount
Postage Charge REC 12/29/25		-1		4,000.00	-4,000.00
POSTAGE ESCROW BALANCE FORWARD: \$503.50 POSTAGE ESCROW REC 08/25/25: \$72,496.50 POSTAGE ESCROW REC 12/29/25: \$4,000.00 POSTAGE USED: \$77,935.15 REMAINING POSTAGE ESCROW: \$0.00					

Subtotal				\$35,460.85
Tax (8.25%)				\$0.00
Total				\$35,460.85
Payments/Credits				\$0.00
Balance Due				\$35,460.85

Phone #
(972) 446-3671

GALVESTON COUNTY, TEXAS

List of County Auditor's Approved Claims for Voucher Warrants Dated 02/09/2026

Approved Order to pay by Commissioners Court this day March 2, 2026.


Sergio Cruz, County Auditor


Mark Henry, Galveston County Judge


Darrell A. Apffel, Galveston County Commissioner, Pct 1

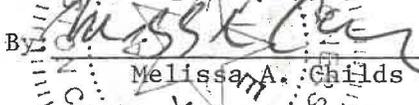

Joe Giusti, Galveston County Commissioner, Pct 2

ATTEST:


Hank Dugie, Galveston County Commissioner, Pct 3

Dwight D. Sullivan, County Clerk


Robin Armstrong, MD, Galveston County Commissioner, Pct 4

By  Deputy

Melissa A. Childs

