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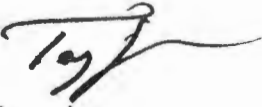


**HUNT COUNTY
SHERIFF**

Terry Jones, Sheriff

2801 Stuart Street
Greenville, TX 75401
903.453.6800

MEMORANDUM

DATE: June 29, 2023
TO: Bobby Stovall, County Judge
FROM: Terry Jones, Sheriff 
SUBJECT: Commissary Salary Stipend

FILED FOR RECORD
at 1:00 o'clock P M

JUL 11 2023

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 

With your approval, the following is requested to be placed on the next Commissioners Court Agenda.

Shelby Brown is employed by the Sheriff's Office. Her duties include being a responsible party managing the inmates' commissary accounts.

Shelby Brown will interact and discuss the concerns of the Commissary funds with other members of the staff as needed.

Shelby Brown will review the Commissary fund worksheets making sure the figures on the invoices match those figures in the Sheriff Office reports.

Shelby Brown may review and approve or disapprove expenditures made from the Commissary Account.

Shelby Brown will review invoices and take corrective action as required before cosigning a check for disbursement.

It is requested Shelby Brown be approved to receive a \$5,000.00 annual stipend to her salary effective on the July 21, 2023, payroll.

The stipend will be paid from 10-641-1900-1145 plus the Fund 10 benefit line items.

Thank you for your time and consideration.