



COLLIN COUNTY

Human Resources
2300 Bloomdale Rd
Suite 4117
McKinney, Texas 75071
www.collincountytx.gov

Date: June 15, 2020

To: Monika Arris, Director of Budget

From: Cynthia Jacobson, Director of Human Resources

Re: Transfer of Funds for Background Check Vendor

On June 9, 2020, it was brought to my attention that the Sheriff's Office would no longer complete background checks on individuals for non-employee badges. Since a non-employee badge typically provides access to non-public areas of Collin County buildings, background checks are necessary for contractors, vendors, volunteers, and interns before we issue a badge. I would like to request a transfer of funds into a Human Resources account to pay a vendor to conduct background checks. Human Resources will work with the Purchasing department to secure a vendor for these services.

Please let me know if you require any additional information at this time.