

Trevino, Bambi

From: Trevino, Bambi
Sent: Tuesday, July 15, 2025 4:08 PM
To: Diaz, Lindsey
Cc: Addington, Charles; Parrish, Curtis
Subject: RE: Coordination of Refreshments for ME Facility Tour on 08/11

Thank you for your guidance, Lindsey. I will get to work adding this to the agenda for the 28th of July.

Respectfully,

Bambi Trevino

Operations Manager

Lubbock County Medical Examiner's Office

📞 Office: 806.687.9434 | Direct: 806.775.1622

📠 Work Cell: 806.500.8254 | Fax: 806.775.7908

✉ Email: lcmeadmin@lubbockcounty.gov



"Mortui vivis praecipiant"

From: Diaz, Lindsey <LDiaz@lubbockcounty.gov>
Sent: Tuesday, July 15, 2025 3:32 PM
To: Trevino, Bambi <BTrevino@lubbockcounty.gov>
Cc: Addington, Charles <CAddington@lubbockcounty.gov>; Parrish, Curtis <CParrish@lubbockcounty.gov>
Subject: RE: Coordination of Refreshments for ME Facility Tour on 08/11

Bambi,

After some discussion, I recommend that we add this on the Agenda for 7/28 to be on the Consent Agenda. The Purchasing Policy states that it can be used, within your Budget, for County sponsored events. You can see the information below and suggested language. I hope this helps.

- Discuss, consider and/or take action to approve Medical Examiner's Office to purchase Light snacks and beverages utilizing county procurement card for the Walk Through event on August 1, 2025

VIII. The following items cannot be purchased with County funds:

- A. Food or beverages for departmental parties, retirements, etc. County sponsored events must be approved in advance by the Co. Recurring events can be blanket approved for the fiscal year. Re or reimbursement must be accompanied by a copy of the Co Minutes showing approval for the specific event.
- B. Break Room equipment and supplies such as stoves, refrigerators, televisions, cable service, small appliances, snacks, plates, cups, etc.

Lindsey Diaz

Lindsey Diaz, MPA,CPM
Lubbock County
Commissioner's Court
P.O. Box 10536
Phone: 806-775-1330
ldiaz@lubbockcounty.gov



From: Trevino, Bambi <BTrevino@lubbockcounty.gov>
Sent: Tuesday, July 15, 2025 12:35 PM
To: Diaz, Lindsey <LDiaz@lubbockcounty.gov>
Cc: Addington, Charles <CAddington@lubbockcounty.gov>
Subject: Coordination of Refreshments for ME Facility Tour on 08/11

Lindsey,

I wanted to give you a heads-up that in preparation for the upcoming tour of the new Medical Examiner's facility, we're planning to provide light snacks and drinks for attendees. We're expecting at least 50 people, possibly more since the invitation has been extended to outside counties and local officials.

Per prior Commissioner's Court approval for this type of purchase, I plan to use my purchase card to cover the cost, per Dr. Addington's request. I just want to keep everyone in the loop and make sure everything is done correctly.

Since this is my first time arranging something like this, I'd really appreciate your help getting it coordinated. Let me know what steps I need to take or what you need from me to get started.

Thank you.

Respectfully,

Bambi Trevino

Operations Manager

Lubbock County Medical Examiner's Office

☎ Office: 806.687.9434 | Direct: 806.775.1622

📠 Work Cell: 806.500.8254 | Fax: 806.775.7908

✉ Email: lcmeadmin@lubbockcounty.gov



"Mortui vivis praecipiant"