



HIDALGO COUNTY AUDITOR'S OFFICE
 Hidalgo County Administration Building
 2802 South Highway 281
 Edinburg, Texas 78539-3587
 PHONE: (956) 318-2511
 FAX: (956) 272-7605
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MAILING ADDRESS:
 HIDALGO COUNTY AUDITOR'S OFFICE
 P. O. BOX 689
 EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 09/24/07

TO: MONICA BADILLO

DEPT: BUDGET & MGMT

FROM: JANIE LOZANO/ASST A/P SUPERVISOR *Janie*

PHONE: (956) 318-2511 ext. 4621

REFERENCE: LINE ITEM TRANSFER NEEDED FOR COURT REPORTER FUND, OBJECT 831

THE FOLLOWING DOCUMENT (S), i.e. IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED – PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH PURCHASE ORDER/CONTRACT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT # 7-1239-412-00-115-043-0-831 AVAILABLE \$2856.75
- NEEDS APPROVAL OF: DEPARTMENT HEAD
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):
- NEEDS CORRECTION (S): | | OTHER:

COMMENTS/RECOMMENDATION: MONICA, THIS ACCOUNT NEEDS FUNDS. I HAVE SEVERAL PENDING INVOICES FOR SERVICES OF COURT REPORTERS TOTALING \$4241.00. PLEASE TRANSFER FUNDS TO COVER THESE BILLS. THANKS. PLEASE SEND ME COPY OF LINE ITEM TRANSFER WHEN READY.

HIDALGO COUNTY DISTRICT JUDGES

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|---|---|---|--|--|--|---|--|--|--|
| RICARDO F. RODRIGUEZ, JR.
JUDGE, 12 th D.C. | RODOLFO DELGADO
JUDGE, 50 th D.C. | J. R. "BOBBY" FLORES
JUDGE, 136 th D.C. | ROSE GUERRA REYNA
JUDGE, 207 th D.C. | JUAN R. PARTIDA
JUDGE, 275 th D.C. | MARIO E. RAMIREZ, JR.
JUDGE, 312 th D.C. | NOE DONALDIZ
JUDGE, 370 th D.C.
OVERSEER | LITICIA LOPEZ
JUDGE, 341 th D.C. | AIDA SALINAS FLORES
JUDGE, 369 th D.C. | THOMAS P. WINGATE
JUDGE, 400 th D.C. |
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