




# HIDALGO COUNTY RIGHT OF WAY DEPARTMENT

**Jose N. Pena**  
Director

## MEMORANDUM

From: Jose N. Pena, Right of Way Director 

Date: May 28, 2008

Re: Request for Reimbursement

---

One of our employees, Ricardo Deanda, went to the Stripes # 9123 store located on 101 W. Nolana Loop in San Juan, Texas to fuel his county unit and claimed that the pump was not working and had to go into the store and pay with personal funds. Therefore he is requesting reimbursement in the amount of \$90.01.

Please process as soon as possible out of account no. 8-1200-431-00-260-001-0-682.

Thank you in advance for your prompt attention to this matter. Should you have any questions or comments, please feel free to contact our office at 956-283-8134.

STRIPES #9123  
101 W. NOLANA LOOP  
1043571054-001 STRIPES

| Descr.        | QTY        | AMOUNT       |
|---------------|------------|--------------|
| CUSTOMER COPY |            |              |
| UNLD ON #16   | 25.7246    | 90.01        |
|               | @ 3.499/ G |              |
|               | Sub Total  | 90.01        |
|               | Tax        | 0.00         |
| <b>TOTAL</b>  |            | <b>90.01</b> |
|               | CREDIT \$  | 90.01        |

CARD TYPE: DISCOVER  
CARD NAME: DENNIS/RICHARD R  
CARD NUMBER: XXXX XXXX XXXX 4000  
TRANS TYPE: SALE  
APPROVAL: 002375      INVOICE: 031143

APPROVED 002375

\*\*\*\*\*

THANKS, COME AGAIN  
RECH 0002 05M 015 DR# 01 TRANS 24101  
05/02/03 11:30:03      ST# 0123

Unit # 224-754

Mileage - 21652

HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Ricardo Deanda, do hereby state that the item(s) listed on the invoice(s)  
PURCHASER'S NAME  
named below were purchased for the exclusive use of Hidalgo County:

| INVOICE NO.  | DATE   | AMOUNT       | NAME OF COMPANY              |
|--------------|--------|--------------|------------------------------|
| 031148       | 5/2/08 | 90.01        | Stripes (101 W. Nolana Loop) |
|              |        |              |                              |
|              |        |              |                              |
| <b>TOTAL</b> |        | <u>90.01</u> |                              |

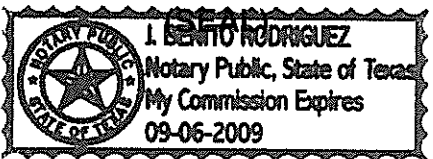
I further state that I was authorized to make such a purchase(s).

I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me

SIGNATURE: *Ricardo Deanda*

TITLE: ROW Agent  
PERSON MAKING PURCHASE

Before me J. Benito Rodriguez, a Notary Public, appeared Ricardo Deanda and on his oath deposed and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. He further stated he requested payment of the same.



*J. Benito Rodriguez*  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

APPROVAL: \_\_\_\_\_ DEPARTMENT HEAD

APPROVAL: \_\_\_\_\_ COUNTY AUDITOR

If an employee finds it necessary to purchase fuel for a county vehicle or rental vehicle with personal funds, as opposed to the fuel card, a request for reimbursement should be submitted to the County Auditor's Accounts Payable Division, along with proper supporting documentation (i.e. original receipts).

Fuel cards will have a credit limit of \$500.00 per month and two transactions per day, unless otherwise requested and approved.

## **PROCEDURES**

The following procedures are required and will be adhered to when using the Card.

- a. A Statement of Understanding (attached hereto) acknowledging the understanding of this policy, and the sanctions for misuse must be signed and kept in a file by the Elected Official/Department Head/Agency and Program Director for each individual utilizing the card.
- b. A Purchase Order for the purchase of fuel must be open and valid prior to using the Card. All funds for the Cards shall be in the appropriated budget line items.
- c. A signed roster of the employees using or possessing a card must be kept with the Elected Office/Department Head with a copy to the Purchasing Department (County Wide Administrator) Agent.
- d. If an emergency arises requiring the Employee to use the Card for purchases other than fuel, the employee shall contact his/her supervisor. The supervisor in turn shall notify the Hidalgo County Purchasing Department who in turn must declare the emergency in accordance with Chapter Nine of the Hidalgo County Purchasing Policy. The employee is not to use the Card until such authorization has been authorized by the Hidalgo County Purchasing Agent.
- e. When using the Card at a self serve pump, the employee will:
  - Enter the vehicle number.
  - Enter the odometer reading.
  - Enter P.I.N. (Personal Identification Number).
  - Request for receipt.
  - Sign or initial receipt and write in his/her County Employment Identification Number.
  - Submit receipt to their Elected Office/Department/Agency or Program Budget Clerk the same date.
  - If fueling after established Office/Department/Agency or Program hours, submit the receipt to the Elected Official/Department Head the next business day.