




HIDALGO COUNTY RIGHT OF WAY DEPARTMENT

JOSE N. PEÑA
Director

Memorandum

From: Jose N. Pena, Right of Way Director 

Date: August 20, 2008

Re: Request for Reimbursement

One of our employees, Eduardo Z. Gonzales, went to the Stripes No. 2214 store located on 9224 E. Hwy 107 in Edinburg, Texas to fuel his county unit and claimed that his pump was not working and had to go into the store and pay with his personal funds. Therefore he is requesting reimbursement in the amount of \$71.68.

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.

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.

HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Eduardo Z. Gonzalez, 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:

<u>ODOMETER</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>NAME OF COMPANY</u>
<u>143626</u>	<u>7/24/08</u>	<u>\$71.68</u>	<u>STRIPES NO. 2214 9224 E. HWY 107 EDBG, TX</u>
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL		\$	<u>71.68</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: *E. Z. Gonzalez*
TITLE: ROW AGENT
(PERSON MAKING PURCHASE)

ACKNOWLEDEMENT

Before me Sandra Garcia, a Notary Public, appeared Eduardo Z. Gonzalez and on his oath deposed and stated that the foregoing facts as set forth in the above request for reimbursement are true and correct in every respect. He further stated he requested payment of the same.

(SEAL)

Sandra Garcia
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

[Signature]
APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

Stripes 2214
 9224 E HWY 107
 EDINBURG, TX
 956-386-1487

80:59:12 80/72/70
 THANKS, COME AGAIN
 ST# 2214 #1 TRAN# 1034948
 CSH: RODRIGO

TP46582321-001 STRIPES # 2214
 HWY 107 @ VALVERDE
 EDINBURG TX 78

APPROVED 562996

< DUPLICATE RECEIPT >

Descr.	qty	amount
UNLD CA #03	18.8679	71.68
SELF @ 3.799/ G		
TOTAL		71.68
Subtotal		71.68
Tax		0.00
CREDIT		71.68

CARD TYPE: AMEX
 CARD NAME: EDUARDO Z GONZALEZ
 ACCT NUMBER: XXXXXXXXXXXX3001
 TRANS TYPE: SALE
 APPROVAL: 562996
 INVOICE: 062583

I AGREE TO PAY TOTAL AMOUNT ACCORDING TO
 CARD ISSUER AGREEMENT. _____ INITIALS
 APPROVED 562996

THANKS, COME AGAIN
 ST# 2214 TILL XXXX DR# 1 TRAN# 1034948
 CSH: RODRIGO 07/24/08 21:50:08

Stripes 2214
 9224 E HWY 107
 EDINBURG, TX
 956-386-1487

TP46582321-001 STRIPES # 2214
 HWY 107 @ VALVERDE
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<CUSTOMER COPY>

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 CARD NAME: EDUARDO Z GONZALEZ
 ACCT NUMBER: XXXXXXXXXXXX3001
 TRANS TYPE: SALE
 APPROVAL: 562996
 INVOICE: 062583

143626
 E. Z/Dr
 Stripes
 San Carlos
 33,522 miles