



## HIDALGO COUNTY RIGHT OF WAY DEPARTMENT

JOSE N. PEÑA  
Director

### Memorandum

From: Jose N. Pena, Right of Way Director

Date: September 11, 2008

Re: Request for Reimbursement

---

One of our employees, Ricardo Deanda, went to United Drive In # 1 Store located on 111 E. Griffin Parkway Mission, 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 \$96.48.

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, 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:

<u>ODOMETER</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>NAME OF COMPANY</u>
29067	9/11/08	\$96.48	United Drive In #1 -111 E. Griffin Pwy Mission, Tx

**TOTAL** \$ 96.48

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)

**ACKNOWLEDEMENT**

Before me Sandra Garcia, 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 reimbursement are true and correct in every respect. He further stated he requested payment of the same.



*Sandra Garcia*  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

*[Signature]*  
APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

Records Search  
224-754

Ods. = 29067

WELCOME TO  
UNITED DRIVE IN #1  
T048681513-001 UNITED DRIVE IN 1  
111 E GRIFFIN PKWY  
MISSION TX 78572

Descr.	qty	amount
<CUSTOMER COPY>		
UNLD CA #02	26.8076	96.48
	@ 3.599/ 6	
	Sub Total	96.48
	Tax	0.00
<b>TOTAL</b>		<b>96.48</b>
	CREDIT \$	96.48

CARD TYPE: MASTERCARD  
CARD NAME: DEANDA/RICARDO  
ACCT NUMBER: XXXX XXXX XXXX 5769  
TRANS TYPE: SALE  
APPROVAL: 02657Z INVOICE: 000644

APPROVED 02657Z

\*\*\*\*\*

THANKS, COME AGAIN  
REG# 0002 CSH# 002 DR# 01 TRAM# 22115  
09/11/08 13:47:16 ST# AB123