




HIDALGO COUNTY RIGHT OF WAY DEPARTMENT

JOSE N. PEÑA
Director

PAY MEMO

To: Commissioner Hector "Tito" Palacios
Hidalgo County Precinct No. 2
Attn: Yolanda Cisneros

From: Lupe Rodriguez 
Right of Way Agent

Date: January 22, 2009

Re: Up-dated Title reports Sugar Road Improvement Project
Parcels 52 & 56

Commissioner Palacios,

Attached please find invoice # 102808 for South Texas Land Investigation, in the amount of \$ 500.00 for services rendered on the above mentioned project.

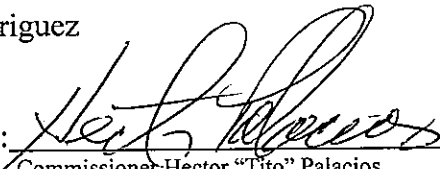
Please process this invoice as soon as possible out of your account No. _____ for Right of Way acquisition on this project.


This project was approved by Commisioner's Court on December 12, 2001.

Should you should have any questions or comments, please contact me at (956) 283-8134.

Thank you,

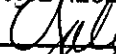
Lupe Rodriguez


Approved: 
Commissioner Hector "Tito" Palacios

Approved: 
Joe N. Pena, ROW Director

INVOICE RECEIVED BY:

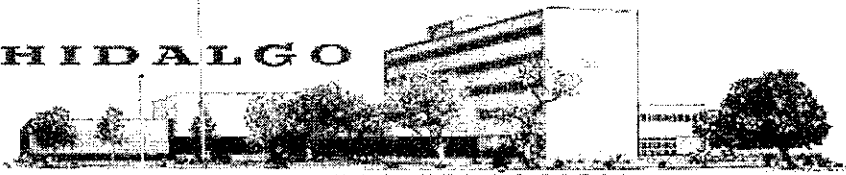
9-1315-431-00-122-018-0-841

 ON 1/22/09

GOODS/SERVICES RECEIVED BY:
 ON 1/22/09

RECEIVED BY
COUNTY AUDITOR
2009 FEB 17 PM 2 17

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2802 South Highway 281
Edinburg, Texas 78539-3587
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBPAGE: http://www.hidalgocountyauditor.org
E-MAIL: hidalgoauditors@countyofhidalgo.org

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: 03/17/2009

TO : YOLANDA CISNEROS

DEPT: PCT#2

FROM: LUPITA GARZA/ACCOUNTS PAYABLE SPECIALIST II

PHONE: (956) 318-2511 EXT 4630

REFERENCE: SOUTH TEXAS LAND INVESTIGATION INV#102808

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 ORDER NUMBER IS INCONSISTENT WITH INVOICE

[] AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT

[] 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 AVAILABLE

[] NEED APPROVAL OF: DEPARTMENT HEAD

[] NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):

[] NEEDS CORRECTION (S):

[X] OTHER: SENDING ORIGINAL INVOICE WITH BACKUP

[X] COMMENTS/RECOMMENDATION: As per our telephone conversation this morning, forwarding you invoice need purchase order. Verify with Mr. Lupe Rodriguez, if there is more title reports for this project, so you can get a purchase order for all the title reports still pending. Thank you

Purchasing Dept. Will not issue P.O. as per Blanca needs to be Placed as a Claim.

Signature of Lupita

4/22/2009 @ 10:50AM

Lupita, I have requested a PO for South TX Land Investigation to cover this outstanding invoice.

HIDALGO COUNTY DISTRICT JUDGES

- RICARDO P. RODRIGUEZ, JR. JUDGE, 92nd D.C.
RODOLFO DELGADO JUDGE, 93rd D.C.
J. R. "BOBBY" FLORES JUDGE, 138th D.C.
ROSE GUERRA REYNA JUDGE, 206th D.C.
JUAN R. PARTIDA JUDGE, 275th D.C.
MARIO E. RAMIREZ, JR. JUDGE, 322nd D.C.
NOE GONZALEZ JUDGE, 370th D.C. OVERSEER
LETICIA LOPEZ JUDGE, 385th D.C.
AIDA SALINAS FLORES JUDGE, 398th D.C.
ISRAEL RAMON, JR. JUDGE, 430th D.C.
JESSE CONTRERAS JUDGE, 449th D.C.

5/20/09 (Conjirmed w/Lupe)
Signature of Lupe Rodriguez