




Precinct # 4

1051 N. Doolittle Edinburg, Texas 78542 Phone (956) 393-3112 Fax (956) 391-5905

MEMORANDUM

To: Ray Eufrazio, CPA, County Auditor
From: Rinaldo Munoz Jr. 
Date: July 28, 2009
Subject: Purchase Order Reclassification

We kindly request that your office re-classify the following purchase order as summarize below within the Precincts R&B Fund (1204).

Purchase Order No.	Date	Vendor Name	Amount	From Account No.	To Account No.
614261	12/11/08	Quintanilla, Headley and Associates, Inc.	\$2,500.00	9-1204-431-00-124-036-0-719	9-1339-431-00-124-066-0-719

Please contact Rinaldo Munoz Jr. at 956-383-3112 ext. 4002 should you have any questions.



County of Hidalgo Pct. 4

Comisioner Oscar L. Garza Jr.
1051 N. Doolittle Road
Edinburg Texas 78542-0337

MEMO

DATE: JULY 28, 2009
TO: PURCHASING DEPARTMENT
C/O LETICIA "LETTY" SAENZ CPPB/CONTRACTS MANAGER
FROM: HIDALGO COUNTY PCT. #4
REF: INV.7175 : CONTRACT #08-477-12-09

HIDALGO COUNTY PRECINCT #4 IS HEREBY REQUESTING THE FOLLOWING INVOICE #7175 IN THE AMOUNT OF \$2,500.00 FOR QUINTANILLA, HEADLEY & ASSOCIATES BE PLACED ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

FUNDING FOR THIS INVOICE WILL BE FROM PURCHASE ORDER #614261 ACCOUNT: 9-1339-431-00-124-066-0-719 NOTE: FUNDS FOR PROGRAM PENDING LINE TRANSFER & ALSO PENDING RECLASSIFICATION OF PURCHASE ORDER.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE, THANK YOU.

RUMALDO MUNOZ JR
ACCOUNTS PAYABLE CLERK

CC: COUNTY FILES
ATTACHMENTS: Inv., 7175 & P.O. 614261

Leticia Saenz

From: Rumaldo Munoz [rumaldo.munoz@co.hidalgo.tx.us]
Sent: Tuesday, July 28, 2009 8:57 AM
To: leticia.saenz@co.hidalgo.tx.us
Cc: manuel.chapa@co.hidalgo.tx.us
Subject: Place inv# 7175 on CC
Attachments: Picture 001.jpg; Picture 002.jpg; Picture 003.jpg; Picture 004.jpg; Picture 005.jpg

Please place inv 7175 for Mr. Quintanilla on the next CC.

Munoz Rumaldo