

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building 3rd Floor
100 East Cano
Edinburg, Texas 78539-3587
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

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: 09/25/09

TO: Frank Fuentes

DEPARTMENT: County Court#6

FROM: Emily Suarez

PHONE: (956) 318-2511 ex 4632

REFERENCE: Veronica Mayfield

THE FOLLOWING DOCUMENT (S), 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 \$.
- NEEDS APPROVAL
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):
- NEEDS CORRECTION (S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER

[XXX] COMMENTS / RECOMMENDATION: According to State Statute 262 , Purchases for supplies need to be approved by the Purchasing Agent only. Therefore, the County Auditor is not authorized to process payment if procurement act was not followed. Thus, payment is being disallowed. Please contact Purchasing.

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 01/2007



HIDALGO COUNTY DISTRICT JUDGES

RODOLFO DELGADO
JUDGE, 59th D.C.

J. R. "BOBBY" FLORES
JUDGE, 129th D.C.

ROSE GUERRA REYNA
JUDGE, 206th D.C.

JUAN R. PARTIDA
JUDGE, 275th D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 332th D.C.

NCE GONZALEZ
JUDGE, 370th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389th D.C.

AIDA SALINAS FLORES
JUDGE, 398th D.C.

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

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

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
<u>2930523-0</u>	<u>9-12-09</u>	<u>\$43.12</u>	<u>Gateway Printing</u>
TOTAL		<u>\$43.12</u>	

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

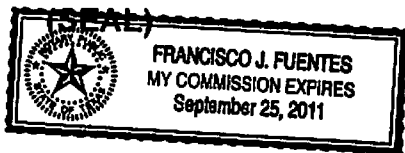
I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

SIGNATURE: [Signature]

TITLE: Court Reporter
PERSON MAKING PURCHASE

RECEIVED BY
COUNTY AUDITOR
2009 SEP 22 PM 1 07

Before me Francisco Fuentes, a Notary Public, appeared Veronica Mayfield and on her oath depose and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. H___/She___ further stated h___/she___ requested payment of the same.



[Signature]
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

[Signature]
APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

GATEWAY PRINTING

09/12/09 15:04:55

TICKET # 2930523-0 CASH INVOICE
WRITER 4126
REPRINT

CUST # 41 25

CASH SALES - GATEWAY EDINBURG

58094	TAB	3	17.07
58093	TAB	4	22.76
	SUB-TOTAL		39.83
	TAX		3.29
	TOTAL		43.12
	CHANGE AMT\$.00

Card # xxxxxxxxxxxx2689 \$ 43.12
MAYFIELD/VERONICA/M Auth:262979

X

Judge Albert Garcia

County Court at Law NO. 6

HIDALGO COUNTY COURTHOUSE

Frank Fuentes
Court Coordinator

Ana B. Magallanes
Assistant Court Coordinator

Veronica Mayfield
Court Reporter

Cesar Gutierrez
Official Bailiff/Interpreter



January 13, 2010

Re: Exhibit Stickers (Gateway Printing)
Acct.#- 9-1100-412-00-026-001-0-601

Attached please find invoice # 2930523-0 P.O. was not obtain at the time. Please Process as a claim on next Commissioners Court Meeting. Need exhibit stickers same day. Did not have ample time to create P.O. Thank you for your attention.

Sincerely,

A handwritten signature in black ink that reads "Frank Fuentes". The signature is written in a cursive style with a large, stylized "F" and "S".

Frank Fuentes
Court Coordinator

COUNTY ^{CA} HIDALGO



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EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 09/25/09

TO: Frank Fuentes

DEPARTMENT: County Court#6

FROM: Emily Suarez

PHONE: (956) 318-2511 ex 4632

REFERENCE: Cesar Gutierrez

THE FOLLOWING DOCUMENT (S), 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.

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- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT # _____ AVAILABLE \$.
- NEEDS APPROVAL
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):
- NEEDS CORRECTION (S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER

[XXX] COMMENTS / RECOMMENDATION: A PO should have had been created for this item. Please contact Purchasing.

Thank you,
Emily

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 01/2007

HIDALGO COUNTY DISTRICT JUDGES



RODOLFO DELGADO
JUDGE, 12th D.C.

J. R. "BOBBY" FLORES
JUDGE, 13th D.C.

ROSE GUERRA REYNA
JUDGE, 24th D.C.

JUAN R. PARTIDA
JUDGE, 27th D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 33rd D.C.

NOE GONZALEZ
JUDGE, 37th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 38th D.C.

ADA SALINAS FLORES
JUDGE, 39th D.C.

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS
COUNTY OF HIDALGO

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

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
351619	9-3-09	\$100.00	Jesse Trevino Insurance
TOTAL		\$100.00	

RECEIVED BY
COUNTY AUDITOR
2009 SEP 22 PM 1 07

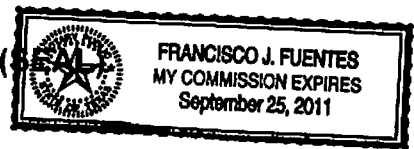
I further state that I was authorized to make such a purchase(s).

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

SIGNATURE: Cesar Gutierrez

TITLE: Bailiff
PERSON MAKING PURCHASE

Before me Francisco Fuentes, a Notary Public, appeared Cesar Gutierrez and on his oath depose and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. He /s/ further stated he /s/ requested payment of the same.



Francisco Fuentes
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

[Signature]
APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

9/15/2009 @ 8:30 Am

20
Cesar Gutierrez
318-2665-

Sese Trevino Ins
914 N. Main
M=Allen TX 78021

RECEIPT

DATE	9-3-2009	No.	351619
RECEIVED FROM	Cesar Gutierrez	\$100.00	
	One Hundred Dollars	DOLLARS	
<input type="radio"/> FOR RENT	Bond-#LPO2110117		
<input type="radio"/> FOR			
ACCOUNT		<input type="radio"/> CASH	FROM 9/3/2009 TO 9/3/2010.
PAYMENT	100.00	<input type="radio"/> CHECK	BY RB
BAL. DUE		<input type="radio"/> MONEY ORDER	

Judge Albert Garcia

County Court at Law NO. 6

HIDALGO COUNTY COURTHOUSE

Frank Fuentes
Court Coordinator

Ana B. Magallanes
Assistant Court Coordinator

Veronica Mayfield
Court Reporter

Cesar Gutierrez
Official Bailiff/Interpreter



January 13, 2010

Re: Bond Invoice (Jesse Trevino Insurance)
Acct.#- 9-1100-412-00-026-001-0-529

Attached please find invoice # 351619 P.O. was not obtain at the time. Please Process as a claim on next Commissioners Court Meeting. Bond needed in order to avoid losing commission. ?
Thank you for your attention.

Sincerely,

A handwritten signature in cursive script that reads "Frank Fuentes".

Frank Fuentes
Court Coordinator

**HIDALGO COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT BUREAU RESERVE DEPUTY MEETING
AGENDA FOR WEDNESDAY SEPTEMBER 02, 2009**

Hidalgo County Sheriff's Office Policy and Procedure Manual

Section 2.02 – RESERVE DEPUTIES

Recognizing the necessity, from time to time, for supplementing the Hidalgo County Sheriff's Office force under special needs, the Hidalgo County Commissioners Court has taken action authorizing a special force of reserve deputies. It is the intention of the Hidalgo County Sheriff's Office that such reserve deputies serve in a volunteer capacity with no expectations or reward.

Section 2.02.01 – AUTHORITY

By authority given to the Commissioners Court by the State of Texas under Chapter 85.004 of the Texas Local Government Code, the County Commissioners Court authorizes the Sheriff's Reserve Deputies and empowering them to perform the duties of regular licensed peace officers when called upon to do so by the Sheriff. The Sheriff appoints reserve deputies in whatever numbers he deems beneficial not to exceed the number authorized by the Commissioners Court.

§ 85.004. RESERVE DEPUTIES.

(a) The commissioner's court of a county may authorize the sheriff to appoint reserve deputy Sheriffs. The commissioner's court may limit the number of reserve deputies that may be appointed.

(b) A reserve deputy serves at the discretion of the sheriff and may be called into service if the sheriff considers it necessary to have additional officers to preserve the peace and enforce the law. The sheriff may authorize a reserve deputy who is a peace officer as described by Article 2.12, Code of Criminal Procedure, to carry a weapon or act as a peace officer at all times, regardless of whether the reserve deputy is engaged in the actual discharge of official duties, or may limit the authority of the reserve deputy to carry a weapon or act as a peace officer to only those times during which the reserve deputy is engaged in the actual discharge of official duties. A reserve deputy who is not a peace officer as described by Article 2.12, Code of Criminal Procedure may act as a peace officer only during the actual discharge of official duties.

A reserve deputy, regardless of whether the reserve deputy is a peace officer as described by Article 2.12, Code of Criminal Procedure, is not:

(1) eligible for participation in any program provided by the county that is normally considered a financial benefit of full-time employment or for any pension fund created by statute for the benefit of full-time paid peace officers; or

(2) exempt from Chapter 1702, Occupations Code.

(c) A reserve deputy, before beginning to perform the duties of office and at the time of appointment, must file an oath and execute and file a bond in the amount of \$2,000 payable to the sheriff. The oath and bond shall be filed with the county clerk.

(d) A reserve deputy on active duty at the call of the sheriff and actively engaged in assigned duties has the same rights, privileges, and duties as any other peace officer of the state.

(e) The sheriff of a county that borders the Gulf of Mexico may organize some of the reserve deputies to serve as marine reserve deputies and lifeguards for beach and water safety purposes and other related functions as the sheriff may determine. A reserve deputy performing functions under this subsection is subject to the laws of this state that relate to reserve deputies except that they may not carry firearms in the performance of their duties.

(f) An organization formed under Subsection (e) may include both paid and unpaid deputies and reserve deputies. The organization may accept contributions and gifts from foundations, individuals, corporations, and governmental entities, including appropriations by the state on a direct or matching fund basis, to assist the county in providing water safety programs in the interest of the health, safety, and welfare of persons using the coastal water of this state.

(g) The county or sheriff is not liable, because of the appointment of a reserve deputy, if the reserve deputy incurs personal injury while serving in an official capacity.