



HIDALGO COUNTY RIGHT OF WAY DEPARTMENT

Jose N. Peña
Director

Memorandum

From: Raymundo Eufrazio, CPA,
Hidalgo County Auditor

From: Jose N. Pena, Right of Way Director

Date: April 7, 2010

Re: Request for Reimbursement

On March 26, 2010, while conducting official County business, Guadalupe Rodriguez, Right of Way Agent, stopped at Leo's # 3 in Mission to obtain fuel using his County assigned fleet card. While at the pump, he swiped the card and it did not work, therefore the attendant offered to assist and turned on pump not realizing the card had not been accepted. He was then advised of the mistake and was opted with paying for it from his personal account. Therefore he is requesting reimbursement in the amount of \$70.70.

Please process as soon as possible out of account no. 0-1200-431-00-260-001-0-682.

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.

HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS
COUNTY OF HIDALGO

I, Guadalupe Rodriguez, 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>37638</u>	<u>3/26/10</u>	<u>\$70.70</u>	<u>Leo's # 3 1800 W. Griffen Pky Mission, TX 78574</u>
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL		\$	<u>70.70</u>

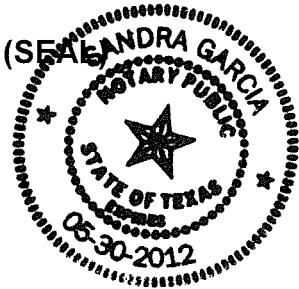
I further state that I was authorized to make such a purchase(s).

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

SIGNATURE: *Guadalupe Rodriguez*
TITLE: ROW Agent
(PERSON MAKING PURCHASE)

ACKNOWLEDEMENT

Before me Sandra Garcia, a Notary Public, appeared Guadalupe Rodriguez 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

APPROVAL: *[Signature]*
DEPARTMENT HEAD

APPROVAL: _____
COUNTY AUDITOR

LEOS 3
1800 W. GRIFFEN PKY
MISSION, TEXAS 78574
956-584-3441

LEOS #3 EXXON

MISSION, TX
DEALER: 4743803-H8U

37638 Odometer

Descr.	qty	amount
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<CUSTOMER COPY>		
REG CA #06	26.194G @ 2.699/ G	70.70

Sub Total		70.70
Tax		0.00
TOTAL		70.70
CREDIT \$		70.70

RODRIGUEZ/GUADALUPE
ACCT/CARD #: MasterCard X5924 592
AUTH. #: 104739
INVOICE #: HBU1017

LS 232331

SHIFT 005088

THANKS, COME AGAIN

REG# 0002 CSH# 009 DR# 01 TRAN# 28694
03/26/10 11:33:42 ST# 003