




## 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: July 28, 2010

Re: Request for Reimbursement

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On July 23, 2010, while conducting official County business, Carlos Moreno, Right of Way Agent, stopped at Aziz # 1 in La Joya to obtain fuel using his County assigned fleet card. While at the pump, he swiped the card and it did not work. Unfortunately that was the only store in the area he was working in and was left with no other option than to pay for it from his personal funds. Therefore he is requesting reimbursement in the amount of \$55.00.

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, Carlos Moreno, 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:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
028681	7/23/10	55.00	Aziz (500 E. La Joya La Joya, Tx78560)
<b>TOTAL</b>		<u>55.00</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: *Carlos Moreno*

TITLE: ROW Agent  
PERSON MAKING PURCHASE

Before me Rebecca Gómez, a Notary Public, appeared Carlos Moreno and on his oath deposed and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. He further stated he requested payment of the same.

(SEAL)

*Rebecca Gomez*  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS



*[Signature]*  
APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

WELCOME TO  
AZIZ 1  
500 E. LA JOYA  
LA JOYA TX 78560  
HAVE A NICE DAY

1D48141027-001  
500 E.LA JOYA  
AZIZ QUICK STOP#1  
LA JOYA TX

Descr.	qty	amount
<CUSTOMER COPY>		
UNLD CA #07	21.9336	55.00
	3 2.5197 G	
Sub Total		55.00
Tax		0.00
<b>TOTAL</b>		<b>55.00</b>
CREDIT \$		55.00

CARD TYPE: VISA  
CARD NAME: JR/CARLOS MORENO  
ACCT NUMBER: XXXX XXXX XXXX 4595  
TRANS TYPE: SALE  
APPROVAL: 136920  
INVOICE: 028681

APPROVED 136920

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THANKS, COME AGAIN

REG# 0001 CSH# 003 DR# 01 TRAH# 17857  
07/23/10 09:01:26 ST# 00001



HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT

**DISASTER DAILY ACTIVITY REPORT**

EMPLOYEE NAME <i>Carlos Moreno Jr.</i>	DATE <i>7/23/10</i>
EMPLOYEE NUMBER <i>154008</i>	DEPARTMENT NAME / PRECINCT NO. <i>Right of way</i>

DESCRIBE WHAT YOU DID AT THE WORKSITE LOCATION:

*Supervised Havana construction operations*

**LABOR HOURS**

TIME IN *7:00am* TIME OUT *10:00pm* TOTAL HOURS *15hrs*

**EQUIPMENT USED**

MAKE, MODEL, HORSEPOWER, UNIT #	HOURS USED	OWNED/RENTED/LEASED
<i>County Right of Way Truck</i>		

**MATERIALS / SUPPLIES USED**

DESCRIPTION	UNIT PRICE	QUANTITY USED	TOTAL COST

**MEAL / TRAVEL EXPENSES (ATTACH RECEIPTS)**

DESCRIPTION	TOTAL COST
<i>Card <del>not</del> working at pump, was the only gas pump in the area.</i>	<i>\$55.00</i>

*[Signature]*  
EMPLOYEE SIGNATURE

*7/23/10*  
DATE

*[Signature]*  
SUPERVISORS SIGNATURE

*26 JUL 2010*  
DATE