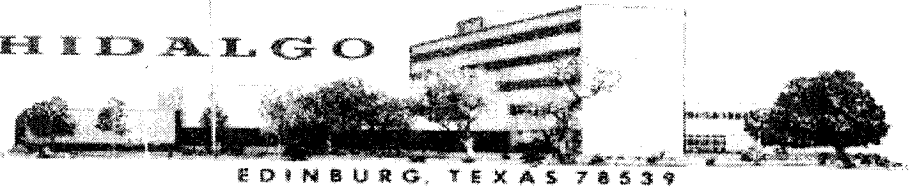


COUNTY of HIDALGO



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: 07/20/10

TO: **Josie Escalante**

DEPARTMENT: Health Department

FROM: **Peggy Young**

PHONE: (956) 318-2511 ext. 4621

REFERENCE: Final travel for Luis Galvan

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

COMMENTS / RECOMMENDATION: Since approval from the Budget department was not obtained prior to travel, this must go through commissioners court as a claim. *

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



HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR.
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH D.C.

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

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

NOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

AIDA SALINAS FLORES
JUDGE, 398TH D.C.



70A 611487

HIDALGO COUNTY, TEXAS
OUT - OF - COUNTY
FINAL TRAVEL EXPENSE CLAIM

2010 JUL 13 PM 4 01

EMPLOYEE NAME: Luis Galvan DEPARTMENT: Health & Human Services
TRAVEL TO CITY: Harlingen STATE: Texas
DEPARTURE DATE: 6/23/2010 RETURN DATE: 6/24/2010
TIME OF DEPARTURE: 7:00 AM TIME OF RETURN: 5:00 PM

PURPOSE OF TRIP: Attend the Hurrican Conference

I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

Table with columns: MONTH/DAY, DATES OF TRAVEL FOR YEAR (2010), and DESCRIPTION OF TRIP. Rows include Airline/Bus/Train, Car Rental, Gasoline for Car Rental, Personal Car Mileage, and ODOMETER READINGS.

NOTE: Mileage is calculated on a point-to-point basis using the Texas Mileage Guide, plus reasonable incidental travel. Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage.

Table with columns: MONTH/DAY, DATES OF TRAVEL FOR YEAR (2010), and DESCRIPTION OF TRIP. Rows include Hotel (Excluding Meals), Parking / Tolls, Taxi and Other Ground Transportation, Telephone, Registration Fees, MEALS (based upon actual charges), Breakfast (\$9 per diem), Lunch (\$12 per diem), Dinner (\$18 per diem), Total Actual Meal Expense, Total Allowable Meal Expense per County Policy, and Other (Please explain below).

Explanation Notes:

ii. Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee. (i.e. Airfare, Hotel accommodations, Car Rentals, Registration)

Table with columns: Payee Name, Expense Type, Check No / PO. No., Amount, and TOTAL FROM T-4 CONTINUATION FORM. Rows include TOTAL ALLOWABLE EXPENDITURES, AMOUNTS ADVANCED TO EMPLOYEE ON, TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE, REMIT TO ME, REMITTED TO COUNTY TREASURER ON, and TREASURER RECEIPT NO.

I hereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

EMPLOYEE SIGNATURE: [Signature] DATE: 7-13-10

APPROVED BY: Elyardo Romo DIVISION DIRECTOR/SUPERVISOR DATE: 7/12/10

APPROVED FOR PAYMENT BY: [Signature] DEPARTMENT HEAD

0-1100-441-00-340-001-0-583 GENERAL LEDGER ACCOUNT NUMBER

2010 JUL 13 PM 4 02

RECEIPT

DATE *06-23-2010*

No. **247703**

FROM *Luis Galvan*

\$ **25.00**

Twenty-five dollars & no cents

FOR RENT
 FOR *FRIDAYS* *Voluntary* DOLLARS

1 OCT.	<i>25.00</i>
PAID	<i>25.00</i>
DUE	<i>0.00</i>

CASH
 MONEY ORDER FROM
 CHECK
 CREDIT CARD

BY *Michael N. Hardy*

Standards Workshop

BY *MCA-EDD*

2010 JUL 13 PM 4 02



Food Establishments Group

Has Successfully Completed

THE STATE OF TEXAS
FOOD STANDARDS
WORKSHOPS
HARRIS COUNTY, TEXAS
JULY 23-24, 2010

VOLUNTARY

Contact Hours: 12

Walter L. Manders, Jr.

 Manager, Food Establishments Group

Thursday, June 24, 2010
Pre-Standardization Workshop

8:30-9:00	Overview of the Retail Food Standardization Process	Hendy
9:00-9:30	Menu Review	Hendy
9:30-10:30	Risk Based Inspections	Collins
10:30-10:45	BREAK	
10:45-11:45	Flow Charting (incl. exercises)	Hendy
11:45-12:45	LUNCH	
12:45-1:45	Risk Control Plans (incl. exercises)	Collins
1:45-2:00	Field Verification of HACCP Plans	Collins
2:00-2:15	BREAK	
2:15-3:00	Communicating with the PIC	Hendy
3:00-3:30	Scoring the Standardization Exercises	Collins
3:30-4:00	Wrap-Up and Certificates	Hendy
4:00	Adjourn	

Course Facilitators

Linda Collins, R.S.
Regional Food Specialist
Food and Drug Administration
SW Region
4040 N. Central Expy, Suite 900
Dallas, Texas 75204
Phone: 214-253-4945
Email: Linda.collins@fda.hhs.gov

Ruth Hendy, R.S.
Training Officer
Texas Dept. State Health Services
8407 Wall Street
Austin, Texas 78754
Phone: 512-834-6753
Fax: 512-834-6683
Email: ruth.hendy@dshs.state.tx.us

**FDA Voluntary National Retail Food Regulatory Program
 Standards - Standard #2, Training Plan
 PreStandardization Workshop
 Harlingen, Texas
 June 23-24, 2010**

Wednesday June 23, 2010

**Standard # 2 – Establishing a Training Plan
 Registration**

8:30 – 9:00		
9:00 – 9:30	Introductions and Course Objectives FDA and State Role in Food Safety	Collins
9:30-10:00	Overview of the FDA Voluntary National Retail Food Regulatory Program Standards	Hendy
10:00-10:15	Development of the <i>Conference for Food Protection (CFP) Field Training Manual for Regulatory Retail Food Safety Inspection Officers</i>	Hendy
10:15-10:30	BREAK	
10:30-11:15	How the CFP Field Training Manual fits into <i>Standard 2 – Trained Regulatory Staff, FDA Voluntary National Retail Food Regulatory Program Standards</i>	Hendy
	Pre-Requisite curriculum before conducting independent foodservice/retail food inspections	Collins
	- Use/Access to FDA ORA U - Alternative Curriculums	
	Review the Components of the CFP Field Training Manual.	Hendy
	- Step-By-Step Procedures for Establishing a training program - Training Plan - Training Methods - Training Logs - Establishment Training Records - Field Training Worksheets	
11:15 – 11:45	Using the Electronic Version of the CFP <i>Field Training Manual Forms</i> – Word Form Format	Collins
11:45 – 12:45	LUNCH	



Purchase Order COUNTY OF HIDALGO

PO#: 641487

DATE: 06/11/10

JUN 14 2010

Page No 1 Of 1

VENDOR: 320064

REQ:00177108

Phone:

GALVAN, LUIS
C/O HEALTH DEPT

Email:

BUYER: JESCALANTE
SHIP TO: HEALTH DEPARTMENT
1304 S. 25TH
EDINBURG TX 78539

Vendor Acct:

CONTACT:

SITE: HEALTH DEPARTMENT

Special Instructions:

Contract No:

VENDOR NOTES

- DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
- TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
- THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
- INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
- PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

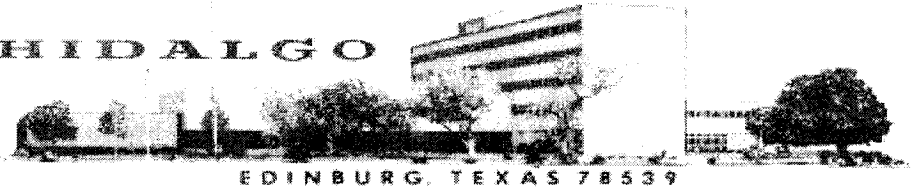
QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1	EACH	DO NOT DUPLICATE ORDER		
		REGISTRATION FOR WORKSHOP -DSHS- VOUNTARY STANDARDS DSHS REGION 11, HARLINGEN ,TEXAS	25.00	25.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		25.00

		For Hidalgo County use only		
		0-1100-441-00-340-001-0-584	25.00	
		Approved -----		

Authorized by:

Marta R. Salazar

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: 07/20/10

TO: Josie Escalante

DEPARTMENT: Health Department

FROM: Peggy Young

PHONE: (956) 318-2511 ext. 4621

REFERENCE: Final travel for Ruben Hernandez

THE FOLLOWING DOCUMENT (S), i.e. Final Travel 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.

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- [] 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:

[x] COMMENTS / RECOMMENDATION: Since approval from the Budget department was not obtained prior to travel, this must go through commissioners court as a claim.

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



HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR.
JUDGE, 92nd D.C.

RODOLFO DELGADO
JUDGE, 93rd D.C.

J. R. "BOBBY" FLORES
JUDGE, 139th D.C.

ROSE GUERRA REYNA
JUDGE, 206th D.C.

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

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

NOE GONZALEZ
JUDGE, 370th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389th D.C.

AIDA SALINAS FLORES
JUDGE, 398th D.C.



HIDALGO COUNTY, TEXAS
OUT - OF - COUNTY
FINAL TRAVEL EXPENSE CLAIM

PO# 304301

2010 JUL 10 PM 4 02

EMPLOYEE NAME : Ruben Hernandez DEPARTMENT: Health & Human Services
 TRAVEL TO CITY : Harlingen STATE: Texas
 DEPARTURE DATE: 6/23/2010 RETURN DATE: 6/24/2010
 TIME OF DEPARTURE: 7:00 AM TIME OF RETURN: 5:00 PM

PURPOSE OF TRIP : Attend the Hurrican Conference

I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						2010
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
	6/23	6/24	6/25	6/26	6/27	6/28	TOTALS
Airline / Bus / Train							\$.
Car Rental							.
Gasoline for Car Rental							.
Personal Car Mileage	Beginning		Ending				
ODOMETER READINGS:	Mileage:		Mileage:		TOTAL MILEAGE:	(MILEAGE RATE)	.
					-	0.585	.
NOTE: Mileage is calculated on a point-to-point basis using the Texas Mileage Guide, plus reasonable incidental travel. Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.							
Hotel (Excluding Meals)							.
Parking / Tolls							.
Taxi and Other Ground Transportation							.
Telephone							.
Registration Fees	25.00						25.00
MEALS (based upon actual charges)							
Type of Travel (In State =1 /Out of State =2)							
With Receipts = 1 / Without Receipts = 2							
Breakfast (\$9 per diem)							
Lunch (\$12 per diem)							
Dinner (\$18 per diem)							
Total Actual Meal Expense							
Total Allowable Meal Expense per County Policy (County Employee)							.
Other (Please explain below):							.

Explanation Notes:				TOTAL FROM T-4 CONTINUATION FORM		.
II. Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee. (I.e. Airfare, Hotel accommodations, Car Rentals, Registration)				TOTAL ALLOWABLE EXPENDITURES		\$ 25.00
Payee Name	Expense Type	Check No./PO. No.	Amount	AMOUNTS ADVANCED TO EMPLOYEE ON :		
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE		
				REMIT TO ME		
				REMITTED TO COUNTY TREASURER ON		
Total			\$.	TREASURER RECEIPT NO.		
				\$ 0.00		

I hereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

EMPLOYEE SIGNATURE: [Signature] DATE: 7-12-10
 APPROVED FOR PAYMENT BY: [Signature] DEPARTMENT HEAD

APPROVED BY: [Signature] DATE: 7/12/10
 DIVISION DIRECTOR/SUPERVISOR

0-1100-441-00-340-001-0-583
 GENERAL LEDGER ACCOUNT NUMBER

Note: This report is due no later than 20 calendar days of return from travel.

2010 JUL 13 PM 4 32

RECEIPT

DATE 06-23-2010 No. 247702

FROM Ruben Hernandez \$25.00

Twenty-five dollars & no cents DOLLARS

FOR RENT
 FOR FAID/SNS Voluntary Standards Workshop

ACCT.	<u>25.00</u>
PAID	<u>25.00</u>
DUE	<u>0.00</u>

CASH
 MONEY ORDER FROM
 CHECK
 CREDIT CARD BY MCATD

Ruben Hernandez

1152

**FDA Voluntary National Retail Food Regulatory Program
Standards - Standard #2, Training Plan
PreStandardization Workshop
Harlingen, Texas
June 23-24, 2010**

Wednesday June 23, 2010

**Standard # 2 – Establishing a Training Plan
Registration**

8:30 – 9:00		
9:00 – 9:30	Introductions and Course Objectives FDA and State Role in Food Safety	Collins
9:30-10:00	Overview of the FDA Voluntary National Retail Food Regulatory Program Standards	Hendy
10:00-10:15	Development of the <i>Conference for Food Protection (CFP) Field Training Manual for Regulatory Retail Food Safety Inspection Officers</i>	Hendy
10:15-10:30	BREAK	
10:30-11:15	How the CFP Field Training Manual fits into <i>Standard 2 – Trained Regulatory Staff, FDA Voluntary National Retail Food Regulatory Program Standards</i>	Hendy
	Pre-Requisite curriculum before conducting independent foodservice/retail food inspections	Collins
	- Use/Access to FDA ORA U - Alternative Curriculums	
	Review the Components of the CFP Field Training Manual.	Hendy
	- Step-By-Step Procedures for Establishing a training program - Training Plan - Training Methods - Training Logs - Establishment Training Records - Field Training Worksheets	
11:15 – 11:45	Using the Electronic Version of the CFP <i>Field Training Manual Forms – Word Form Format</i>	Collins
11:45 – 12:45	LUNCH	

Thursday, June 24, 2010
Pre-Standardization Workshop

2010 JUL 13 PM 4 02

8:30-9:00	Overview of the Retail Food Standardization Process	Hendy
9:00-9:30	Menu Review	Hendy
9:30-10:30	Risk Based Inspections	Collins
10:30-10:45	BREAK	
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1:45-2:00	Field Verification of HACCP Plans	Collins
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2:15-3:00	Communicating with the PIC	Hendy
3:00-3:30	Scoring the Standardization Exercises	Collins
3:30-4:00	Wrap-Up and Certificates	Hendy
4:00	Adjourn	

Course Facilitators

Linda Collins, R.S.
Regional Food Specialist
Food and Drug Administration
SW Region
4040 N. Central Expy, Suite 900
Dallas, Texas 75204
Phone: 214-253-4945
Email: Linda.collins@fda.hhs.gov

Ruth Hendy, R.S.
Training Officer
Texas Dept. State Health Services
8407 Wall Street
Austin, Texas 78754
Phone: 512-834-6753
Fax: 512-834-6683
Email: ruth.hendy@dshs.state.tx.us

2010 JUL 13 PM 4 32



Food Establishments Group

THIS IS TO CERTIFY THAT

Ruben Hernandez

Has Successfully Completed

VOLUNTARY RETAIL FOOD STANDARDS WORKSHOP

HARLINGEN, TEXAS

JULY 23-24, 2010

Contact Hours: 12

Melora L. Marlow, R.S.

Manager, Food Establishments Group



Purchase Order COUNTY OF HIDALGO

PO#: 641489

DATE: 06/11/10

2010 JUL 14 11 4 02

Page No 1 Of 1

VENDOR: 304301

REQ:00177109

Email:

Phone:

HERNANDEZ, RUBEN
C/O HEALTH DEPARTMENT

BUYER: JESCALANTE

SHIP TO: HEALTH DEPARTMENT
1304 S. 25TH
EDINBURG TX 78539

Vendor Acct:

CONTACT:

SITE: HEALTH DEPARTMENT

Special Instructions:

Contract No:

VENDOR NOTES

- DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
- TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
- THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
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- PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1	EACH	DO NOT DUPLICATE ORDER		
		REGISTRATION FOR FDA-DSHS-VOLUNTARY STANDARDS WORKSHOP JUNE 23,24, 2010 DSHS REGION 11 HARLINGEN, TEXAS	25.00	25.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		25.00
		***** For Hidalgo County use only 0-1100-441-00-340-001-0-584		25.00
		Approved -----		

Authorized by:

Martina L. Salazar