




## HIDALGO COUNTY RIGHT OF WAY DEPARTMENT

### Memorandum

To: Raymundo Eufrazio, CPA,  
Hidalgo County Auditor


From: Jose N. Pena, Right of Way Director 

Date: December 8, 2010

Re: Request for Reimbursement

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On December 2, 2010, while conducting official County business, Jose N. Pena, Right of Way Director, stopped at Stripes # 2156 in Edinburg, Tx 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 \$63.20

Please process as soon as possible out of account no. 0-1200-431-00-260-001-0-682. <sup>626</sup> 

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.

If an employee finds it necessary to purchase fuel for a county vehicle or rental vehicle with personal funds, as opposed to the fuel card, a request for reimbursement should be submitted to the County Auditor's Accounts Payable Division, along with proper supporting documentation (i.e. original receipts).

Fuel cards will have a credit limit of \$500.00 per month and two transactions per day, unless otherwise requested and approved.

## **PROCEDURES**

The following procedures are required and will be adhered to when using the Card.

- a. A Statement of Understanding (attached hereto) acknowledging the understanding of this policy, and the sanctions for misuse must be signed and kept in a file by the Elected Official/Department Head/Agency and Program Director for each individual utilizing the card.
- b. A Purchase Order for the purchase of fuel must be open and valid prior to using the Card. All funds for the Cards shall be in the appropriated budget line items.
- c. A signed roster of the employees using or possessing a card must be kept with the Elected Office/Department Head with a copy to the Purchasing Department (County Wide Administrator) Agent.
- d. If an emergency arises requiring the Employee to use the Card for purchases other than fuel, the employee shall contact his/her supervisor. The supervisor in turn shall notify the Hidalgo County Purchasing Department who in turn must declare the emergency in accordance with Chapter Nine of the Hidalgo County Purchasing Policy. The employee is not to use the Card until such authorization has been authorized by the Hidalgo County Purchasing Agent.
- e. When using the Card at a self serve pump, the employee will:
  - Enter the vehicle number.
  - Enter the odometer reading.
  - Enter P.I.N. (Personal Identification Number).
  - Request for receipt.
  - Sign or initial receipt and write in his/her County Employment Identification Number.
  - Submit receipt to their Elected Office/Department/Agency or Program Budget Clerk the same date.
  - If fueling after established Office/Department/Agency or Program hours, submit the receipt to the Elected Official/Department Head the next business day.

HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

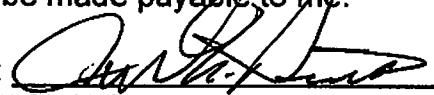
COUNTY OF HIDALGO

I, Jose N. Pena, 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>27351</u>	<u>12/2/10</u>	<u>\$63.20</u>	<u>Stripes # 2156 -4218 S. McColl Road Edbg, Tx</u>
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL</b>		<b>\$ <u>63.20</u></b>	

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

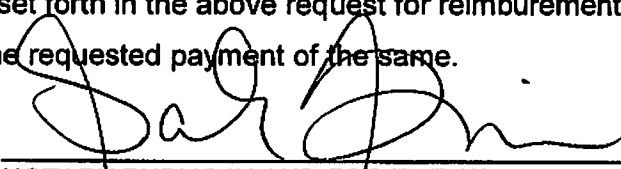
I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

SIGNATURE:   
TITLE: ROW Director  
(PERSON MAKING PURCHASE)

**ACKNOWLEDEMENT**

Before me Sandra Garcia, a Notary Public, appeared Jose N. Pena 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.



  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

APPROVAL: \_\_\_\_\_ DEPARTMENT HEAD

APPROVAL: \_\_\_\_\_ COUNTY AUDITOR

*Co. Card not Accepted*

Welcome To  
Stripes # 2156  
4218 S. McColl  
Edinburg TX 78539  
(956) 994-0879  
TP48570801-001 STRIPES 2156  
4218 S MCCOLL  
EDINBURG TX 78539



*Balance 37,351*

Descr.	qty	amount
<CUSTOMER COPY>		
UNLD CA #09	23.4156	63.20
	@ 2.699/ 6	
	Sub Total	63.20
	Tax	0.00
<b>TOTAL</b>		<b>63.20</b>
	DEBIT \$	63.20

CARD TYPE: DEBIT  
CARD NAME: PENA/JOSE N  
ACCT NUMBER: XXXXXXXXXXXX0094  
TRANS TYPE: SALE  
APPROVAL: 971177 INVOICE: 469914  
AMOUNT: \$ 63.20

APPROVED 971177

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THANKS, COME AGAIN

REG# 0004 CSH# 029 DR# 01 TRAN# 43977  
12/02/10 13:47:49 ST# 2156