

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building 3rd Floor
2808 S. Business Highway 281
Edinburg, Texas 78539-6243
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: 08/25/2011

TO: Lauro Torres

DEPARTMENT: (125) EXECUTIVE OFFICE

FROM: Esther Perez

PHONE: (956)-318-2511 ext 4648

REFERENCE: D & M COFFEE COMPANY INC Invoice #30022

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #30022* 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 OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: As per Policies and Guidelines for non-travel meals policy:
 1. Attendees include at least one County employee and one or more non-County employee.
 - a. Only County employees attend meeting.
 2. The duration of the events must be two or more consecutive hours.
 - a. Meeting took 1hr and 15 minutes.

If it is not possible to provide a sign-in sheet, the reason for not providing the sign-in sheet must be documented and an estimated number of attendees must be provided. *(Provide alist of names)*

COMMENTS / RECOMMENDATION: Will not pay or reimburse meal expenses that lack documentation or a clear business purpose.

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 08/2010



Please keep this Notice with Invoice.

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.
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Purchase Order

COUNTY OF HIDALGO

PO#: 660823

DATE: 07/19/11

Page No 1 Of 1

VENDOR: 289701 REQ:00199380
 FAX (956)381-5184 Email:
 Phone:(956)381-5462
 D & M COFFEE COMPANY, INC
 1108 S MCCOLL RD.
 EDINBURG TX 78539

BUYER:
 SHIP TO: EXECUTIVE OFFICE
 2818 S BUSINESS HWY 281
 EDINBURG TX 78539

Vendor Acct :

CONTACT: Valde Guerra (956)292-7025
 SITE: EXECUTIVE OFFICE

Special Instructions:

Contract No:

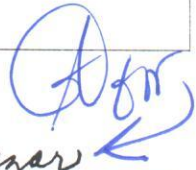
VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. 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.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1	EACH	EX Chef Salad	8.99	8.99
3	EACH	EX Ham & Cheese Sandwiches	8.49	25.47
9	EACH	EX Turkey & Cheese Sandwiches	8.49	76.41
		URGENT LUNCH MEETING ON JULY 19, 2011 FOR BUDGET WORKSHOP		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		110.87

		For Hidalgo County use only		
		1-1100-413-00-125-001-0-630		110.87
		Approved		

Authorized by: _____


 Martha L. Salazar



HIDALGO COUNTY, TEXAS
NON-TRAVEL MEALS, REFRESHMENTS,
AND RELATED EXPENSE CLAIM

DEPARTMENT INFORMATION

Department: Hidalgo County Executive Office
Department Contact Name: Lauro Torres
Contact Phone Number: (956) 292-7000 ext. 4859

EVENT INFORMATION

Date: 7/19/2011 Start Time: 11:30 a.m. End Time: 12:45 p.m.
Duration: 1.15 #VALUE! Location: Commissioner Court Room
Purpose of Event: Meeting Training Other: Budget Workshop (Please explain.)

Attendees: (Please attach sign-in sheet)
County Employees 13 + Non-County Employees = Total 13

Meals: (Meals may not exceed \$10.00 per person including taxes and gratuity or \$250.00 per event.)
Breakfast + Lunch X + Dinner = Total 0
Refreshments: (Refreshments may not exceed \$3.00 per person or \$125.00 per event.)
Related Expenses: (Related expenses may not exceed \$25.00 per event.)

Table with 3 columns: Expense Category, ACTUAL, ALLOWABLE. Rows include Meals Expense (\$110.87), Refreshments Expense (\$-), Related Expenses (\$-), and Total Event Expenses (\$110.87).

FUNDING

Purchase Order Number: 660823 Account Number: 1-1100-413-00-125-001-0-630

APPROVAL

I, the undersigned, certify to the best of my knowledge, that the expenditures incurred were for official County business, have been expressly authorized by the Purchasing Department, and are in compliance with the Policy on Non-Travel Meals, Refreshments, and Related Expenses.

Valde Guerra
Name of Approving County Official/Department Head
(Please Print)

Signature of Approving County Official/Department Head

July 28, 2011
Date

AGENDA

**WORKSHOP
HIDALGO COUNTY
COMMISSIONERS' COURT MEETING**

July 19, 2011

11:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a WORKSHOP of the Commissioners' Court will be held in the Commissioners' Courtroom of the Administration Building, 100 E. Cano, 1st floor, Edinburg, Hidalgo County, Texas. Discussion relating to the following business will be transacted:

1. Roll Call
2. Presentation and discussion of 2012 Budget Initiatives
 - A. Sanitation Program
 - B. Collection of Fines and Fees
 - C. Public Defense
 - D. Room and Board – Out of County
 - E. Other issues
3. Adjourn

Coffee Zone
1108 S. McColl Rd.
Edinburg, TX 78539
(956) 381-8765

Server: Cashier 1
Sales: 1
Receipt #: 1

07/19/2011
11:33

#3002

CASHED (3 @8.49)
CASHED (9 @8.49)

25.
76.
8.

25.47
76.41
8.99

Items

Subtotal 110.
Total 110.
Balance Due 110.87

Thank You and Come Again!

RECEIVED BY
COURTNEY ALVAREZ
2011 JUL 20 PM 2:47


PO# 660823

INVOICE RECEIVED BY:

L. Torres ON 7/19/11
GOODS/SERVICES RECEIVED BY:

L. Torres ON 7/19/11

1-1100-413-00-125-001-0-630



RECEIVED BY
COURTNEY ALVAREZ
2011 JUL 20 PM 2:47

HIDALGO COUNTY texas

Commissioners' Court

Executive Officer

2818 S. Bus. Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7035
www.co.hidalgo.tx.us



Memorandum

TO : Ray Eufrazio, CPA, County Auditor

Attn : Esther Perez

From : Lauro Torres, Administrative Assistant 

Date : August 17, 2011

RE : Budget Workshop

On Tuesday July 19, 2011 there was a budget workshop at Commissioner Court at 11:30 A.M. and lunch was provided to them. There were elected officials, appointed officials and staff members who attended this workshop. There was no sign in sheet during this workshop but attached is the agenda for the meeting.

Thank you and should you have any questions or require additional information, please do not hesitate to call me at ext. 4859

The county employee who attended the budget workshop are:

Ramon Garcia, County Judge
Joel Quintanilla, Pct. #1 Commissioner
Joseph Palacios, Pct. #4 Commissioner
Joe M. Flores, Pct. #3 Commissioner
Valde Guerra, Executive Officer
Sergio Cruz, Budget Officer
Marty Salazar, Purchasing Agent
Esther Cortez, Human Resource Director
Dina Trevino, Asst. Budget Officer
Yolanda Chapa, County Judge's Office Chief Administrator
Raul Silguero, Pct. #2 Chief Administrator
Monica Badillo, Commissioner's Court Administrator