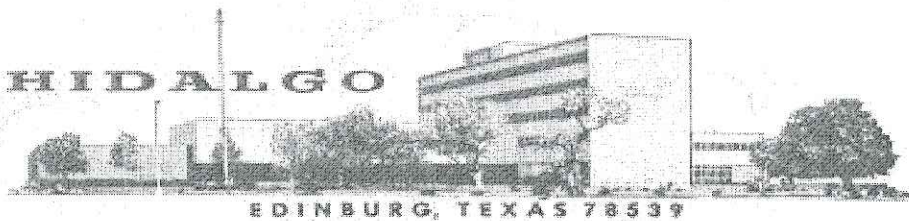


COUNTY of HIDALGO



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

ORIGINAL

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 03/27/2012

TO: MELANIE ESPARZA

DEPARTMENT: (130) ELECTIONS

FROM: TONY HERNANDEZ

PHONE: (956)-318-2511 ext 4629

REFERENCE: STAPLES BUSINESS ADVANTAGE Invoice #3170722253

THE FOLLOWING DOCUMENT (S), i.e. Invoice #3170722253 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:
- COMMENTS / RECOMMENDATION: PRICE DOES MATCH PURCHASE ORDER. PLEASE REVIEW.

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



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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INVOICE DATE	CUSTOMER	SUMMARY INVOICE
3/03/12	DAL 1031245	8021227654
PLEASE PAY BY	TERMS	AMOUNT DUE
4/02/12	Net 30 Days	11,129.37

INVOICE DETAIL

Staples Advantage Federal ID #:04-3390816

HILDAGO COUNTY ELECTIONS DEPT
 ATTN: ACCOUNTS PAYABLE
 101 S 10TH AVE
 EDINBURG, TX 78539

HILDAGO COUNTY
 ATTN: MELANIE ESPARZA
 101 S 10TH ST
 ELECTION DEPT
 EDINBURG, TX 78540

Bill to Account: ELEC1

Ship to Account: ELECTION

Budget Ctr:
 P O Number: 670184
 Ordered by: MELANIE ESPARZA

Release:
 Job:

Invoice Number: 3170722253
 Order: 7083015372-000-001
 Order Date: 2/27/12

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	521468	FOLDER HGING REINF LGL 1/5 VO	6		BX	6	36.88	221.28
Freight: .00 Tax: (.0000%) .00							Sub-Total:	221.28
							Total:	221.28



Invoice rec'd by: [Signature] on 3/14/12
 Goods/Services Rec'd by [Signature] on 3/14/12
 -1100-414-00-130-001-0-661
 P.O.# 670184

N

RECEIVED BY
 COUNTY AUDITOR
 2012 MAR 15 PM 3 04



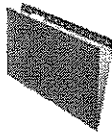
Printable View

Your Shopping Cart : Review Item Information

Sort By
Please select

View all delivery dates

Item
To
Remove
an Item



Esselte Pendaflex® Colored Hanging Folders, Violet,
Legal, Holds 8 1/2"H x 14"W, 25/Bx



Staples Item # 521488
MFR Item # 415315VIO

\$36.88 BX/25

Qty. 4

Check Delivery Date

Packing Slip Note:

\$147.52

View all delivery dates

Item
To
Remove
an Item

Sort By
Please select

Order Summary

Subtotal: \$147.52
Total: \$147.52

Your List Options

Save this order as a new list or add to an existing list.

Enter list name

Save this order to an existing list

To reach Customer Service,
please dial (877) 826-7755.

0001031245 2/27/12 7083015372-000001

670184

Staples Advantage

Dallas, TX FC

HRL/COU /30

HILDAGO COUNTY
MELANIE ESPARZA
101 S 10TH ST
ELECTION DEPT
EDINBURG, TX 78540
Contact: (956) 318-2570 EXT. 57150 - MELANIE ES

HILDAGO COUNTY ELECTIONS DEPT
101 S 10TH AVE
EDINBURG, TX 78539

1

1

Line

1 521468 ***** FOLDER HGING REINF LGL 1/5 VO /415315VIO BX 6 6 0 36.88 221.28

Your opinion means everything to us. If we can make your
Staples experience even easier, we want to know.
Please take our survey at WWW.SURVEYFORSTAPLES.COM
Survey code 7083015372. Thank you.

Merchandise Total..... 221.28
Delivery..... .00
Tax..... .00

Need to return an item? Call Customer Service to process your return
or login to order.staplesadvantage.com, click the Returns option from the

2012 MAR 15 PM 3 04
My Orders drop down.

RECEIVED BY
COUNTY AUDITOR

Check your order status online by
selecting My Order Status from the
My Orders drop down.

221.28



Purchase Order

COUNTY OF HIDALGO

PO#: 670184

DATE: 01/31/12

Page No 1 Of 1

VENDOR: 319449 REQ:00210355
 FAX (866)572-8032 Email:
 Phone:(800)793-0468
 STAPLES BUSINESS ADVANTAGE
 3711 BRIARPARK DRIVE, SUITE 275
 HOUSTON TX 77042

BUYER: VLOPEZ
 SHIP TO: ELECTIONS
 101 S. 10TH AVENUE
 EDINBURG TX 78539

Vendor Acct:

CONTACT:
 SITE: ELECTIONS
 Contract No: Buyboard 328-09

Special Instructions:

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		
		BUYBOARD 328-09		
8		CO Smead Recycled Colored Hanging File Folders, Black, Legal, Holds 8 1/2 "H x 14"W, 25/Bx	30.35	242.80
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		242.80
		***** For Hidalgo County use only 2-1100-414-00-130-001-0-601		242.80
		Approved _____		

Authorized by: Martín S. Salazar