

Martha Salazar

From: Edna Kirby [edna.kirby@co.hidalgo.tx.us]
Sent: Tuesday, October 09, 2012 8:47 AM
To: 'Matilde Faz'
Cc: 'Martha Salazar'
Subject: FW: Scanned from IT-DEPT 10/09/2012 08:27

Importance: High

Attachments: DOC100912.pdf



DOC100912.pdf (7 MB)

Maty,

Attached is the Discrepancy Letter that Connie (Auditors) sent asking to ask your Department as to how to proceed with the bills from OCE.

I have forward over e-mails and memos as to how the process was done but still need your assistance and how to proceed.

Regards,
Edna Kirby
edna.kirby@co.hidalgo.tx.us
Administrative Assistant II
100 E Cano 4th Floor
Edinburg, Texas 78539
p. 956.292.7010 Ext. 6017
f. 956.318.2152
Hidalgo County, Texas

-----Original Message-----

From: IT Department [mailto:it.dept@co.hidalgo.tx.us]
Sent: Tuesday, October 09, 2012 9:28 AM
To: Edna Kirby
Subject: Scanned from IT-DEPT 10/09/2012 08:27

Scanned from IT-DEPT.
Date: 10/09/2012 08:27
Pages:5
Resolution:300x300 DPI

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: 10/05/2012

TO: Edna Kirby

DEPARTMENT: (200) INFORMATION TECHNOLOGY

FROM: Connie Salazar *C.S.*

PHONE: (956)-318-2511 ext 4625

REFERENCE: OCE FINANCIAL SERVICES, INC. Invoice #987793976

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #987793976* 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: Please contact purchasing department on how to go about processing the invoice.
- COMMENTS / RECOMMENDATION:

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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COUNTY OF HIDALGO

Hidalgo County Computer Department
100 N. Clooner Blvd.
Edinburg, TX 78539-3587
ph: 956-318-2151
fx: 956-318-2152
webmaster@co.hidalgo.tx.us
www.co.hidalgo.tx.us



EDINBURG, TEXAS 78539

TO: County Auditor, Ray Eufrazio
FROM: Renan Ramirez, Chief Information Officer
DATE: September 28, 2012
RE: OCE

Requisition #218287 (OCE) was done on 06/21/2012 for review to request a Purchase Order. Maty Faz from Purchasing assisted me with this request, additional quotes were provided and an agreement was reviewed by legal counsel and some suggestions were made. Subsequently OCE agreed with the changes and gave their consent and Purchasing placed it thru Commissioner's Court on 08/27/12 AI 33285 with the services dates of 09/01/2012 to 12/31/2012. On 08/27/12 Maty Faz (Purchasing) verbally requested that the service dates be changed from 07/01/2012 to 12/31/2012 to 09/01/2012 to 12/31/2012 due to the fact that the month of September was approaching and dates cannot be retroactive.

At this time we are trying to process invoices 987793976 dated 07/01/2012 and 987825889 dated 08/01/2012 and since Purchasing and our department continued to get all proper documentation ready we could not request the service dates of July and August on the Purchase Order.

If any more information is warranted do hesitate to call Edna Kirby at 956.292.7010 Ext. 6017.

RECEIVED BY
COUNTY AUDITOR

2012 OCT 1 PM 3 21

mlw
10-1-12

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building 3rd Floor
2800 S. Business Highway 281
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P. O. BOX 689
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

TO: Edna Kirby

FROM: Connie Salazar *CS*

REFERENCE: OCE FINANCIAL SERVICES, INC. Invoice #987793976

DATE: 09/20/2012

DEPARTMENT: (200) INFORMATION TECHNOLOGY

PHONE: (956)-318-2511 ext 4625

THE FOLLOWING DOCUMENT (S), i.e. Invoice #987793976 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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- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: Please contact purchasing department on how to go about processing this invoice.
- COMMENTS / RECOMMENDATION:

RECEIVED BY
COUNTY AUDITOR
2012 OCT 1 PM 3 28

10/1/12 Additional information noted on Memo.

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

E.K.

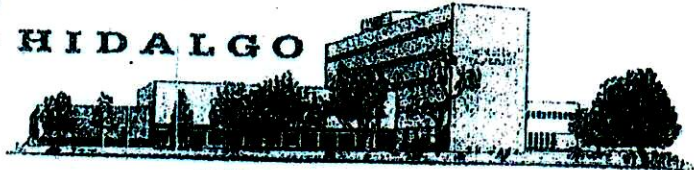


HIDALGO COUNTY DISTRICT JUDGES

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COUNTY *of* HIDALGO

Hidalgo County Computer Department
100 N. Flores Blvd.
Edinburg, TX 78539-3557
ph: 956-318-2157
fx: 956-318-2152
webmaster@co.hidalgo.tx.us
www.co.hidalgo.tx.us



EDINBURG, TEXAS 78539

TO: County Auditor, Ray Eufrazio
FROM: Renan Ramirez, Chief Information Officer
DATE: September 21, 2012
RE: OCE

[Handwritten mark]

Requisition #218287 (OCE) was done on 06/21/2012 for review to request a Purchase Order. Maty Faz from Purchasing assisted me with this request, additional quotes were provided and an agreement was reviewed by legal counsel and some suggestions were made. Subsequently OCE agreed with the changes and gave their consent and Purchasing placed it thru Commissioner's Court on 08/27/12 AI 33285 with the services dates of 09/01/2012 to 12/31/2012.

At this time we are trying to process invoices 987793976 dated 07/01/2012 and 987825889 dated 08/01/2012 and since Purchasing and our department continued to get all proper documentation ready we could not request the service dates of July and August on the Purchase Order.

If any more information is warranted do hesitate to call Edna Kirby at 956.292.7010 Ext. 6017.

le80e55

*OK
me
9-21-12*



D-U-N-S 78-756-7924
F-I-N 06-1070101

INVOICE

Page 1 of 1

BILL TO ADDRESS: 0000518080

Attn: County of Hidalgo Information Techn-956.
COUNTY OF HIDALGO
PO Box 207
EDINBURG TX 78540-0207

INFORMATION

Invoice Number : 987825889
Date : 09/14/2012
Payment Terms : Net 30 Days
Payment Due : 10/14/2012
Customer No. : 518080
Control Number : 6030342

	Amount
PO Number: Juan D. Salinas III	
Océ TCS Scanner Model: TCS4 Serial No.451004875 Equipment Location: COUNTY OF HIDALGO 518080 100 E CANO ST EDINBURG TX 78539-4582	
Maintenance From 08/01/2012 to 08/31/2012	63.93
Océ TCS500 Color Printer w/2 Rolls Model: TCS522NA Serial No.552003530 Maintenance From 08/01/2012 to 08/31/2012	90.94
Océ TCS500 Scan Logic Model: 4903619 Serial No. Maintenance From 08/01/2012 to 08/31/2012	46.89
2 HelpDesk Incidents (Only w/HMA or SMA) Model: 9713088 Serial No. Maintenance From 08/01/2012 to 08/31/2012	12.78
	Net Amount 214.54
	Total Tax 0.00
	Total Amount 214.54

Invoice Received By: [Signature] On 9/20/12
Goods/services Received By: [Signature] On 8-01-31/13
Acct.# 2-1100-415-00-200-002-0-432
PO# 081405

Please Include Invoice Number With Payment

Thank You For Your Order. If you have any questions, please contact

<u>Supplies</u>	1-800-323-4827
Orders and Billing Inquiries	
<u>Parts</u>	1-866-472-7876
Orders and Billing Inquiries	
<u>Machines/Software/Professional Services</u>	1-800-662-2966
Service	
Billing and Payment Inquiries	1-877-587-1645

To ensure accurate invoicing, report your meter reads each month at www.océusa.com/meter2

To have your Invoices emailed to you, please contact the Billing Inquiry Center at 1-877-587-1645.

Océ reserves the right to charge Customer 1-1/2% per month of the portion of Customer's unpaid balance that exceeds Customer's payment terms. We hereby certify these goods were produced in compliance with all applicable requirements of section 6,7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under section 14, thereof.

RECEIVED BY
 COUNTY AUDITOR
 2012 SEP 21 AM 11 06

10/10/12

93691	Water Supply and Sewage	99.95
93695	Welding Equipment Maint	200.00
9380	BLANK	100.73
93824	Dental Equipment Mainten	56.98
93850	Gas Equipment (Hospital,	100.00
93862	Laboratory Equipment and	42.00
93876	Pollution Control Equipme	600.00
93890	Veterinary Equipment and	94.99
93895	X-Ray Equipment Mainten	920.00
93906	Audio-Visual Equipment M	568.00
93918	Clocks, Timers, Watches,	316.00
93921	Computers, Data Processi	64,783.77
93924	Coolers, Drinking Water, M	950.00
93927	Copy Machine Maintenanc	27,421.47
93937	Electronic Equipment Mair	817.50
93955	Multi-Function Office Macl	3,778.12
93959	Office Equipment, Filing S	590.00
93960	Office Machines and Mect	271.06