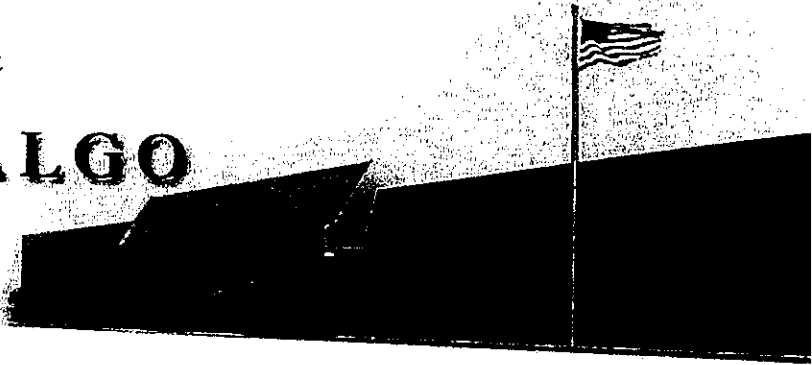


Office of Tax Assessor-Collector

COUNTY of HIDALGO



Armando Barrera Jr., RTA  
Assessor and Collector

P.O. Box 178  
Edinburg, Texas 78540-0178  
(956) 318-2157 • Fax (956) 318-2733

*A. B. Jr.*  
9/26/12

To: Raymundo Eufrazio, County Auditor  
Hidalgo County Auditor Department

From: Armando Barrera Jr. Tax Assessor ~~Collector~~  
Hidalgo County Tax Office

Date: September 25, 2012

Re: GBC

Please pay credit invoice: 1944714 dated September 20, 2012 in the amount of \$1,093.10. Invoice copy was emailed to me. Purchase Order: 681246.

Should you have any questions please call Mary Garcia at (956) 289-7472.

Account No. 2-1246-415-15-140-003-0-601

RECEIVED BY  
COUNTY AUDITOR  
2012 SEP 28 PM 11 12

# COUNTY of HIDALGO



EDINBURG, TEXAS 78539

RECEIVED  
OCT 31 2012  
Name Garcia

**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](http://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:** 10/09/2012

**TO:** Mary Garcia

**DEPARTMENT:** (140) TAX ASSESSOR-COLLECTOR

**FROM:** Connie Salazar *C.S.*

**PHONE:** (956)-318-2511 ext 4625

**REFERENCE:** GENERAL BINDING CORPORATION Invoice #1944714

THE FOLLOWING DOCUMENT (S), i.e. Invoice #1944714 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: Per Purchasing Policies and Procedures; need 3 verbal or written quotes for the same item. Please contact Purchasing department on how to proceed.

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.
---	-------------------------------------	---	--	--------------------------------------	--	---	------------------------------------	--





# Order Acknowledgment

ACCO BRANDS INC.  
300 Tower Parkway  
Lincolnshire, IL 60069

**THIS IS NOT AN INVOICE**

1,093.10

Order Total

Total does not include all tax and freight charges

HIDALGO COUNTY TAX OFFICE  
2804 S BUSINESS HWY 281  
EDINBURG, TX 78539-4548


Visit our web site at : [www.gbconnect.com](http://www.gbconnect.com) today !

Cust#: 67092	Customer Ref: 681246	Contact: MARIA GARCIA	Phone#: 956-318-2157
Order#: 3554663	Processed By: Sheila Chan	Order Date: 09/20/12	Order Time: 12:03 PM
<b>Bill To :</b> HIDALGO COUNTY TAX OFFICE-201238 2804 S BUSINESS HWY 281 EDINBURG, TX 78539-4548		<b>Ship To :</b> HIDALGO COUNTY TAX OFFICE-201238 2804 S BUSINESS HWY 281 EDINBURG, TX 78539-4548  <b>Ship To Contact:</b> MARIA GARCIA	

Product Code	Product Description	Ship From	UM	Qty Ordered	Unit Price	Extended Price
9742491G	CVR P RGNCY LTR BLCK 200P	TX	BX	10	74.08	740.80
9741020G	STRIP VB 11X2 HOT BLCK 100S	TX	BX	7	35.23	246.61
9741020G	STRIP VB 11X2 HOT BLCK 100S	WI	BX	3	35.23	105.69

Order Subtotal

2012 SEP 28 1,093.10  
RECEIVED BY  
COUNTY AUDITOR

IF YOU HAVE QUESTIONS REGARDING THIS DOCUMENT CALL: 1-800-723-4000
SALES REP: Titschler, Danielle
 PAGE: 1 OF 1

Thank you for your recent order. The details of your order are attached for your records. We appreciate your business and hope you are satisfied with your purchase.

Sign up to receive e-mails with special offers, new product information and solutions [click here](#).



T: 800-723-4000  
 F: 877-549-7881  
 www.gbconnect.com

GBC Rep: Danielle Titschler  
 Phone: (847) 484-3932  
 E-mail: danielle.titschler@gbc.com

Req # 222663

CUSTOMER: HIDALGO COUNTY TAX OFFICE  
 ACCOUNT #: 67092

**SUPPLY ORDER FORM**

**GBC Customer Account Number: 67092**

<b>Billing to:</b> HIDALGO COUNTY TAX OFFICE-201238 2804 S BUSINESS HWY 281 EDINBURG TX 78539-4548		<b>Shipping to:</b> HIDALGO COUNTY TAX OFFICE-201238 2804 S BUSINESS HWY 281 EDINBURG TX 78539-4548	
Contact Name: Phone: Email: PO #: Date:		Special Instructions/Shipping Requirements:	

\*\* Date of price quote: 9/10/2012 \*\*

Line	Product	Product Code	Unit Price	Quantity	Line Total
1	CVR P RGNCY LTR BLCK 200P	9742491G	\$ 74.08	10	\$ 740.80
2	STRIP VB 11X2 HOT BLCK 100S	9741020G	\$ 35.23	10	\$ 352.30
3					
4					
5					
6					
7					
8					
9					
10					

Subtotal: **\$1,093.10**

(Sales Tax, Shipping & Handling Not Included)

(GBC internal use only)  
 Order #:  
 Entered by:

RECEIVED BY  
 COUNTY AUDITOR  
 22 SEP 28 AM 11 12



## Shopping Cart

has been added to your Save for Later list



Sku

Are you Sure?

ACCOUNT

Item # has been added to your Save for Later list

Skuhas been removed from your shopping cart


Description	Price/unit	Qty.	Backorder	Total
 REGENCY COVER - 8.5 X 11 Item # 9742491 Entered Item # 9742491  Contains recycled content	\$141.66 / box	5	0	\$708.30
Comments				<input type="text"/>

Picture Not Available

**Subtotal:** \$708.30  
1 item (s): \$708.30

Continue Shopping

### Save for Later

Description	Your Price / unit	Qty.	Extended Price
 Rolodex® Wood Workspace Monitor Stand With Drawer, Black Item Number 703834 Entered Item # 703834 Manufacturer # 82430	\$50.53 / each	1	\$50.53

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*Julian Daniels*  
 1-888-262-3423

*Do not carry  
 velo pencil  
 strips*  
 9/17/12

QUOTATION SUBMITTED BY

09/17/12

Page 1

QUOTE NO.  
3565169

GATEWAY PRINTING

315 S. CLOSNER  
EDINBURG TX 78539  
956-383-3861

HIDALGO CO TAX OFFICE

2802 S BUS HWY 281  
EDINBURG TX 78539

HIDALGO CO TAX OFFICE  
MARY  
2802 S BUS HWY 281  
EDINBURG TX 78539

Item Number	Mfg	Item Description	Qty	UM	List Price	Discnt	Unit Net	Extend Net
Customer P/O#TXMAS-5-75020-13								
NOBID-UC		G&C VELOBIND BINDING STRIPS	1	EA	.000	%	.000	.00
THIS IS A NO BID								
SORRY MARY, I TRIED GETTING THEM SOME OUR SOUCE								
NO LUCK.								

=====  
Order Total .00



Search  GO

by Keyword  by Product Code

Account Log-In | 50 Items: \$813.20 | [FAQ](#) | [Help](#)

**1-800-658-8788**

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[Money Handling](#)

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[Paper Cutters](#)

[Paper Folders](#)

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[Presentation](#)

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[Security Equipment](#)

[Shrink Wrap](#)

[Time Clocks](#)

[Warehouse](#)

**Questions?**  
Contact Us Today!  
[Click Here](#)



Cart Contents

Choose a Payment option

- New Customer? Click here to Register
- Returning Customer? Click here to Sign In

Quantity	Image	Name	SKU	Each	Total
<input type="text" value="10"/>		2 x 11 VeloBind Hot Knife Strips (Black) (quantity of 1 = 100 pieces)	BINVSH2BK	\$34.24	\$342.40
<input type="text" value="40"/>		8 1/2 in x 11 in (215.9 x 279.4 mm) (Regular) Polypropylene Sturdy Grain Covers - Black (quantity of 1 = 50 pieces)	COVPGRBK	\$11.77	\$470.80

Ship to Zip/Postal Code

Subtotal \$813.20

Ship to Country

Shipping \$109.36

Choose a Shipping option

Tax \$0.00

Total \$922.56

- UPS Ground (\$109.36)
- UPS 3 Day Select® (\$359.55)
- UPS 2nd Day Air® (\$599.90)
- UPS Next Day Air Saver® (\$857.07)
- UPS Next Day Air® (\$879.98)
- UPS Next Day Air Early A.M.® (\$949.12)
- Priority Mail® (\$221.70)

Coupon Code:

Any changes above should be verified by pressing 'Recalculate' before clicking on 'Checkout'.

Select payment type:

Buy with



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Store Hours: (Mountain - M-F)  
Showroom: 8:00 am - 5:00 pm  
Sales Office: 7:30 a.m. - 5:00 p.m.

Customer Service & Sales Phone Numbers:  
Toll-Free Phone: 1-800-658-8788  
Local Phone: 1-801-927-3020  
Fax: 1-801-927-3037  
  
Service Department:  
Parts & Repair 1-800-658-8788 ext.129

Email:  
Information:  
info@abcoffice.com  
Webmaster:  
webmaster@abcoffice.com

DUNS Number: 078448164  
Cage Code: 0geb8

Government Purchases Welcome!  
I.M.P.A.C. Accepted  
Cage Code 0geb8

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Don @ Abc office  
Carlow  
1-800-658-8788  
9/12/12



HIDALGO COUNTY TAX OFFICE  
 2804 S BUSINESS HWY 281  
 EDINBURG, TX 78539-4548

REMITTANCE STUB	
Invoice Number:	1944714
Invoice Date:	09/20/12
Customer Number:	67092
Total Due:	1,165.26
Invoice Due Date:	10/20/12
Terms:	Net 30
Amount Paid:	_____

Please Return This Portion With Payment To :  
 GENERAL BINDING CORPORATION  
 PO BOX 203412  
 Dallas TX, 75320-3412

Thank You For Your Payment

Tear Here

Tear Here

Visit our web site at [www.gbconnect.com](http://www.gbconnect.com) today !

Customer # 67092	Cust PO: 681246	Invoice #: 1944714	Invoice/Ship Date: 09/20/12
Order #: 3554663	Order Date : 09/20/12	Ordered By : MARIA GARCIA	Order Phone#: 956-318-2157
BILL TO:		SHIP TO:	
HIDALGO COUNTY TAX OFFICE 2804 S BUSINESS HWY 281 EDINBURG, TX 78539-4548		HIDALGO COUNTY TAX OFFICE 2804 S BUSINESS HWY 281 EDINBURG, TX 78539-4548	


  

Product Code	Product Description	Color	UM	Unit Price	Quantity Ordered	Quantity Shipped	Extended Price
9742491G	CVR P RGNCY LTR	BLCK 200P	BLACK BX	74.08	10	10	740.80
9741020G	STRIP VB 11X2 HOT	BLCK 100S	BLACK BX	35.23	7		246.61
9741020G	STRIP VB 11X2 HOT	BLCK 100S	BLACK BX	35.23	3		105.69

2012 SEP 28 AM 11  
 RECEIVED BY  
 COUNTY AUDITOR

INVOICE RECEIVED BY Maria Garcia on 9/25/12 PO# 681246  
 GOODS/SERVICES RECEIVED BY Maria Garcia on 9/24/12  
21246-415-15-140-603-0-601  
AG 9/26/12

Product conforms to CARB93120.12  
 IF YOU HAVE QUESTIONS REGARDING THIS ORDER CALL: 800-723-4000  
 FOR SERVICE & PARTS QUESTIONS PLEASE CALL: 800-790-7787  
 Fax your sales tax exemption certificate to: 847-403-4889  
 We accept Visa, Master Card, Discover and American Express  
 We are a Dun & Bradstreet reporting company



PAGE 1 OF 2

# INVOICE

	Sub Total	1,093.10
	S & H	72.16
	Tax	0.00
Sales Representative Titschler, Danielle	Invoice Total USD	1,165.26

F

RECEIVED BY  
COUNTY AUDITOR  
2012 SEP 28 AM 11 12

Product conforms to CARB93120.12  
IF YOU HAVE QUESTIONS REGARDING THIS ORDER CALL: 800-723-4000  
FOR SERVICE & PARTS QUESTIONS PLEASE CALL: 800-790-7787  
Fax your sales tax exemption certificate to: 847-403-4889  
We accept Visa, Master Card, Discover and American Express  
We are a Dun & Bradstreet reporting company



# STATEMENT GBC<sup>®</sup>

HIDALGO COUNTY TAX OFFICE  
2804 S BUSINESS HWY 281  
EDINBURG TX 78539-4548

## REMITTANCE STUB

Statement Date: 10/20/2012  
Customer Number: 67092  
Total Due: 1165.26

Please Return This Portion  
With Payment To:  
General Binding Corporation  
PO BOX 203412  
Dallas TX, 75320-3412

Amount Paid: \_\_\_\_\_

Thank You For Your Payment

Tear Here

Tear Here

Did you know you can pay an invoice, place an order, view your account on  
[www.gbconnect.com](http://www.gbconnect.com) ? Try it today!

DID YOU KNOW YOU CAN KEEP YOUR ACCOUNT CURRENT BY PAYING YOUR BALANCES WITH A CREDIT CARD?  
CALL (800) 217-7116 FOR INFORMATION.

Invoice #	Invoice Date	Invoice Due Date	P.O. Number	Ordered By:	Phone #	Amount
1944714	09/20/2012	20-OCT-12	681246			1165.26
CURRENT	1-30	31-60	61-90	91+	TOTAL PAST	TOTAL DUE
1165.26	.00	.00	.00	.00	.00	1165.26

FOR ASSISTANCE OR IF YOUR STATEMENT SHOWS ANY AMOUNTS 30+ DAYS PAST DUE PLEASE CONTACT OUR CREDIT DEPARTMENT  
AT (800) 217-7116 BETWEEN 8:00AM AND 5:00PM CENTRAL TIME. IF YOU HAVE A TAX EXEMPTION CERT. PLEASE FAX  
TO (847) 403-4889. THANK YOU FOR YOUR BUSINESS!



Page 1 of 1

*Emailed to mate  
10/29/12*

## **Maria Garcia**

---

**From:** Tischler, Danielle [Danielle.Tischler@gbc.com]  
**Sent:** Monday, September 10, 2012 10:16 AM  
**To:** Maria Garcia  
**Subject:** RE: 1 OF 2  
**Attachments:** Hidalgo County Tax Office Binding Supply Quote.pdf

Hi Mary!

I apologize for not getting back to you on Friday. All of our systems were down. I have included the total pricing for 10 boxes of 9741020G. Unfortunately, I am not able to calculate the total for shipping until the order is placed and physically picked from the warehouse for shipment.

Let me know if you need any other information.

I hope you are having a great Monday so far ☺

Danielle

**Danielle Tischler**  
Account Manager  
GBC - An ACCO Brands Company  
Direct: 847.484.3932  
Fax: 877.549.7881  
[danielle.tischler@gbc.com](mailto:danielle.tischler@gbc.com)

To place a supply order: contact GBC at 800-723-4000

Or visit us online:  
<http://gbcconnect.com/>

---

**From:** Maria Garcia [mailto:maria.garcia@hidalgocountytax.org]  
**Sent:** Friday, September 07, 2012 9:32 AM  
**To:** Tischler, Danielle  
**Subject:** 1 OF 2

**FORGOT TO ASK YOU TO PLEASE PROVIDE TOTAL ESTIMATE FOR ITEMS AND SHIPPING. THANK YOU!**

*Mary Garcia - Jackson*  
*Administrative Assistant*  
*Hidalgo County Tax Office*  
*2804 S. Bus. Hwy 281*  
*Edinburg, Texas 78539*  
*Phone: (956) 318-2157*  
*Fax: (956) 318-2733*

*"I can do all things through Christ which strengtheneth me." PHILIPPIANS 4:13*

# HIDALGO COUNTY PURCHASING POLICIES AND PROCEDURES

Effective as of Aug 8, 1995

with a federal or state statute, rule, regulation, or judicial decision enacted, adopted, or rendered after the contract was made. The original contract price may not be decreased by eighteen percent (18%) or more without the consent of the contractor.

VIII. Non-bid Purchases

8.01. **Purchases Under Delegated Authority.** For purchases, the authority for which is delegated under Article V hereof:

- 8.01.01. An authorized person submits a Form HCPD-01 to Purchasing, together with the invoice for the goods or services acquired. *Note: the completed requisition must be completed and dated prior to the purchase being made, but need only be submitted to Purchasing once the purchase is completed.*
- 8.01.02. Purchasing checks the Requisition in accordance with Procedure 6.04.01, and forwards it to the County Judge, along with a PO for approval. After the approval of the County Judge, the Requisition and PO are forwarded to the County Auditor payment. It is the Department's responsibility to confirm, in advance, that there is budget authorization and a sufficient unincumbered budget balance to cover the purchase, and to request a budget amendment or line item transfer if necessary.
- 8.01.03. When an emergency occurs outside of regular office hours, a County official or department head may release a verbal order to the vendor and then complete and submit a Requisition to Purchasing with a written explanation of the emergency.
- 8.01.04. When a purchase is made under this procedure without proper budget authority, the cost of the purchase shall be the personal responsibility of the highest-level person ordering/approving such purchase within the requesting department.
- 8.01.05. The Purchasing Department shall periodically review purchases made under this procedure for repetitive, component or sequential purchases are being made in violation of the competitive bidding laws and these Policies.

8.02. **Non-Delegated Purchases Not Exceeding \$5,000.00.**

- 8.02.01. An authorized person shall complete a Form HCPD-01 which shall include the listing of at least three (3) potential suppliers, together with verbal or telephone quotations from such suppliers. Vendors who are located throughout the County and state should be contacted. A record of all quotations (written or taken by telephone) shall be maintained. The list of vendors contacted should be rotated so that over time, all vendors are contacted approximately equally.
- 8.02.02. The Requisition is processed in the normal manner and submitted to Purchasing.