

HIDALGO COUNTY AUDITOR'S OFFICE  
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS  
COUNTY OF HIDALGO

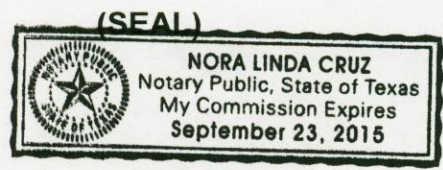
I, Adelita F. Munoz, do hereby state that the item(s) listed on the invoice(s) named below  
PURCHASER'S NAME  
were purchased for the exclusive use of Hidalgo County:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
162350	02/25/13 - 3/1/13	\$163.20 ÷ 3 = <b>54.40</b>	EAN Holdings, LLC / Enterprise
TP-48568740- 001 (00554)	2/26/13 2/28/13	\$43.56 ÷ 3 = <b>14.52</b> \$37.16 ÷ 3 = <b>12.39</b>	Stripes #7039, 1704 S.W. Moody, Victoria, TX 77901 Victoria #2, 1401 E. Rio Grande, Victoria, TX 77901
TP48570519- 001	3/01/13	\$27.34 ÷ 3 = <b>9.11</b>	Stripes #9145, 2826 South Sugar Rd., Edinburg, TX 78539
<b>TOTAL</b>		<b>\$90.42</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: *Adelita F. Munoz*  
TITLE: County Extension Agent- Family & Consumer Science

Before me *Nora Linda Cruz*, a Notary Public, appeared *Adelita F. Munoz*  
and on her oath deposed and stated that the foregoing facts as set forth in the above request for  
expense reimbursement are true and correct in every respect. H\_\_\_ / She further stated h\_\_\_ /  
she requested payment of the same.



*Nora Linda Cruz*  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

APPROVAL: *Barbara Henry*  
**DEPARTMENT HEAD**

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

TEXAS A&M  
AGRI LIFE  
EXTENSION

Hidalgo County  
410 North 13<sup>th</sup> Avenue  
Edinburg, TX 78541

April 16, 2013

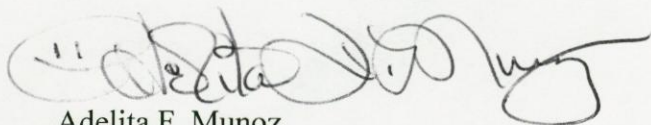
Ray Eufrazio, County Auditor  
Hidalgo County Auditor Office  
P.O. Box 689  
Edinburg, TX 78540

Dear Mr. Eufrazio:

This is to advise you of a travel reimbursement situation that occurred for a trip to Columbus, Texas that I went in February, 2013. Please be advised that the original plan was to take a personal vehicle of a co-worker from another county, unfortunately, that vehicle broke down and we were forced to rent a vehicle at the last minute. My original request for travel only covered my registration and meals without any expenses for fuel nor a rental vehicle. Please accept this as my statement along with affidavit attached.

I appreciate your prompt response to all of our requests/questions. If you should have any questions, please feel free to call me or Nora Linda Cruz at our office (956) 383-1026.

Sincerely,



Adelita F. Munoz  
CEA-Family & Consumer Sciences  
[ax-munoz@tamu.edu](mailto:ax-munoz@tamu.edu)

AFM/nlc

- B. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following: – **NO ACTION**  
 1) Renovations to Former Administration Building 1st and 2nd Floors  
 2) Update on Courthouse Portable Building Project, other ongoing county owned building construction and renovation repair projects  
 3) Emergency situations occurring since last agenda meeting
- C. **AI-36510** Request permission by Linebarger, Goggan, Blair & Sampson, LLP (tax attorneys) to use the Courthouse Auditorium for Public Auction of Properties on Saturday, April 6, 2013 and Saturday, June 1, 2013 – **APPROVED**
- D. **AI-36592** Texas A&M AgriLife Extension Service: – **APPROVED**  
 Requesting permission to allow Adelia F. Munoz to travel to Columbus, Texas on February 26-28, 2013 to attend the South Region FCS Retreat.
- E. **AI-36725** Purchasing Department: – **APPROVED**  
 Requesting approval for Oscar Garza, Procurement Specialist to attend the 4 Clicks Regional Introductory Class on February 13-14 2013 in San Antonio, Texas
- F. **AI-36699** Elections Department: – **APPROVED**  
 Requesting permission to advertise/hire for the following:
- | Position                       | Slot # | Salary      |
|--------------------------------|--------|-------------|
| Data Entry Clerk I (temporary) | T147   | \$17,636.00 |
| Data Entry Clerk I (temporary) | T148   | \$17,636.00 |
- G. **AI-36724** 1. Approval to accept settlement agreement from Travelers Insurance Company in the amount of \$17,652.30 to settle total loss auto accident with County vehicle. (Constable P3) – **APPROVED**  
 2. Approval to authorize Ramon Garcia, Hidalgo County Judge, to sign Power of Attorney forms for title purposes to settle total loss auto claim with Travelers Insurance Company. – **APPROVED**
- H. **AI-36678** Approval to accept settlement check from Lindsay General Insurance Agency in the amount of \$17,074.76 for a [total loss] auto accident with County vehicle. (Precinct 4) – **APPROVED**
- I. **AI-36679** Approval to accept settlement check from Allstate Insurance Company in the amount of \$1,325.92 for auto accident with County vehicle. (Precinct 2) – **APPROVED**
8. County Court at Laws:
- A. **AI-36766** County Court at Law #8:
- Approval of Order setting salary for the following: – **APPROVED**
- | Position       | Slot # | Salary      |
|----------------|--------|-------------|
| Court Reporter | 0002   | \$73,000.00 |
- (approved by Board of Judges on 1/31/13)
- Approval of intradepartmental transfer. – **APPROVED**
  - Approval of revised salary schedule. – **APPROVED**



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 01/23/13

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Adelita F. Munoz, CEA-Family & Consumer Science

RECEIVED BY COUNTY AUDITOR

2013 FEB 5 PM 1:50

EVENT INFORMATION

TITLE OF EVENT: South Region FCS Retreat
EVENT DATE(S) FROM: 02/26/13 TO: 02/28/13
DEPARTURE DATE: 02/26/13 RETURN DATE: 02/28/13
LOCATION OF EVENT: CITY: Columbus STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
To obtain statutorily required continuing professional education.
To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
[X] To participate in professional organizations related to the employee or official's job assignment.
To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
To promote the economic development interests of the County.
To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/or event. If applicable, justify the need for multiple persons traveling to the same event.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Parking, Lodging, Meals, and Other Expenses.

meals & Registration Reg # 229944

3-1100-461-00-380-001-0

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
[X] Trip expenses are necessary and will be incurred for official county business.
[X] Reasonable efforts to minimize the use of county funds have been explored.
[X] Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 1/23/13 DEPARTMENT CONTACT PERSON: Nora Linda Cruz PHONE NO.: 3831626

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below: Adelita Munoz

REVIEWED BY (PRINT NAME): Sanie Alcas DATE: 1-30-13 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-7025

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): Sergio Cruz DATE: 2-5-13 SIGNATURE OF DBM DEPARTMENT HEAD: [Signature]

APPROVED BY COMMISSIONERS' COURT ON: 2/5/13

HIDALGO COUNTY BUDGET OFFICE 01 FEB 20 11 20 13



# HIDALGO COUNTY, TEXAS

## OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

PO  
1087801

EMPLOYEE NAME: Adelita F. Munoz DEPARTMENT: Hidalgo County Extension Service

TRAVEL TO CITY: Columbus STATE: Texas

DEPARTURE DATE: 2/26/2013 RETURN DATE: 2/28/2013

TIME OF DEPARTURE: 5:00 AM TIME OF RETURN: 7:00 PM

PURPOSE OF TRIP: To participate in professional organizations related to the employee or official's job assignment.

I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						2013
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
	2/26	2/27	2/28	3/1	3/2	3/3	TOTALS
Airline / Bus / Train							\$ .
Car Rental	\$18.14	\$18.13	\$18.13				54.40
Gasoline for Car Rental	\$14.52		\$12.39	\$9.11			36.02
Personal Car Mileage	Beginning Mileage:		Ending Mileage:		TOTAL MILEAGE:	(MILEAGE RATE)	
ODOMETER READINGS:					-	0.565	-

NOTE: Mileage is calculated on a point-to-point basis using "Mapquest". Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of-way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.

Hotel (Excluding Meals)							.
Parking / Tolls							.
Taxi and Other Ground Transportation							.
Telephone							.
Registration Fees	✓ \$170.00						170.00
MEALS (based upon actual charges)	NOTE: When traveling out of state trip and claiming actual meal expenses, receipts must be provided for all days of travel. If not reimbursement will be based on the \$39 per diem.						
Type of Travel (In State =1 /Out of State =2)	1						
With Receipts = 1 / Without Receipts = 2	2						
Breakfast (\$9 per diem)	\$9.00	\$0.00	\$0.00				
Lunch (\$12 per diem)	\$0.00	\$0.00	\$0.00				
Dinner (\$18 per diem)	\$0.00	\$0.00	\$18.00				
Total Actual Meal Expense	9.00		18.00				
Total Allowable Meal Expense per County Policy (County Employee)	49.00	<del>39.00</del>	0	18.00			527.00
Other (Please explain below):							.

ii. Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee. (i.e. Airfare, Hotel accommodations, Car Rentals, Registration)

Payee Name	Expense Type	Check No./ P.O. No.	Amount	TOTAL FROM T-4 CONTINUATION FORM
				.
				TOTAL ALLOWABLE EXPENDITURES \$ 287.48
				<del>299.42</del>
				AMOUNTS ADVANCED TO EMPLOYEE ON :
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE
				REMIT TO ME \$ 287.48
				<del>299.42</del>
				REMITTED TO COUNTY TREASURER ON
Total			\$ .	TREASURER RECEIPT NO. \$ 0.00

I hereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

EMPLOYEE SIGNATURE: Adelita F. Munoz DATE: 4/17/13

APPROVED BY: \_\_\_\_\_ DIVISION DIRECTOR/SUPERVISOR DATE: \_\_\_\_\_

APPROVED FOR PAYMENT BY: Bonnie Akers DEPARTMENT HEAD 3-1100-461-00-380-001-0-583 & 584 GENERAL LEDGER ACCOUNT NUMBER



# PURCHASE ORDER INCREASE COUNTY OF HIDALGO

DEPT. OF...  
 APR 24 2013  
 By: *[Signature]*

Department: Hidalgo County Extension Svcs.  
 Contact Name: Nora Linda Cruz  
 Telephone #: (956) 383-1026

Purchase Order Number: 687801  
 Increase # \_\_\_\_\_ for this Purchase Order

**TO:** Vendor Number: 297321  
 Vendor Name: Adelita Figueroa-Munoz  
 Address: 410 N. 13<sup>th</sup> Avenue  
Edinburg, TX 78541

- Procurement Method:
- Contract # \_\_\_\_\_
  - Cooperative Awarded Vendor  
(TBPC State Award, TCPN, TASB-Buyboard)
  - Quotes over \$1,000.00 (verbal quotes)
  - Quotes over \$5,000.00  
(attach written quotes)

Increase Purchase Order for the following items:

Quantity	UOM	Description	Unit Price	Amount
		<i>Amount of Original Purchase Order</i>		\$197.00
1	Each	Vehicle rental	\$54.40	\$ 54.40
1	Each	Fuel for car rental	\$36.02	\$ 36.02
		<i>Amount of Increase Request</i>		\$ 90.42
		<b>TOTAL AMOUNT</b>		<b>\$287.42</b>

4-24-2013  
 LIS-8

Account Number: 3-1100-461-00-380-001-0-583

Reason: The original plan was to take a personal vehicle of one of the other County's agents, but it broke down and vehicle had to be rented for travel at the last minute. This amount stated for increase is 1/3 of the total spent.

Authorization:	<i>Barbara Stern</i> Department Head	Date: <u>04/17/2013</u>
Reviewed by:	<i>[Signature]</i> Purchasing Department	Date: <u>4/29/13</u>
Approved By:	<i>Martha L. Salazar</i> Purchasing Agent	Date: <u>4-29-13</u>
Approved By:	_____ Hidalgo County Auditor	Date: _____

EAN HOLDINGS, LLC, 615 S CLOSNER BLVD, EDINBURG, TX 785394661 (956) 383-3815

RENTAL AGREEMENT REF#  
162350 4M3GTL

**SUMMARY OF CHARGES**

RENTER  
MORADO, ELVA

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	02/25 - 03/01	4	DAY	\$35.50	\$142.00
REFUELING CHARGE	02/25 - 03/01				\$0.00
<b>Subtotal:</b>					<b>\$142.00</b>

DATE & TIME OUT  
02/25/2013 04:06 PM  
DATE & TIME IN  
03/01/2013 12:24 PM

<b>Taxes &amp; Surcharges</b>					
10% TEXAS MOTOR VEHICLE TAX	02/25 - 03/01			10%	\$14.84
TEXAS REIMBURSEMENT FEE -DAILY	02/25 - 03/01	4	DAY	\$1.59	\$6.36
<b>Total Charges:</b>					<b>\$163.20</b>

BILLING CYCLE  
24-HOUR

VEH #1 2013 NISN ROGU S4W Total Amount Due

\$0.00

VIN# JN8AS5MV4DW603235  
LIC# BDV7042  
MILES DRIVEN 660

**PAYMENT INFORMATION**

AMOUNT PAID TYPE  
\$163.20 Mastercard

CREDIT CARD NUMBER  
xxxxxxxxxxxx2812 PENDING

Welcome to  
 Stripes #7039  
 1704 S. W. Moody  
 Victoria, Tx 77901  
 361-578-3181

TP48568740-001  
 STRIPES 7039  
 1704 SW MOODY  
 VICTORIA TX 7790

Victoria # 2(00554)  
 1401 E Rio Grande  
 Victoria, TX 77901

Pump# 03 Unleaded  
 Gallons 10.442  
 Price/Gal \$3.559  
 Fuel Sale \$37.16

Credit \$37.16  
 MC \*\*\*\*\*2812  
 ADDR1: 003978

02/28/13 03:26PM

I AGREE TO PAY THE TOTAL  
 AMOUNT ACCORDING TO THE  
 CARD ISSUER AGREEMENT

DATE 02/26/13  
 TIME 8:45 AM  
 AUTH# 081424

MC FLEET

PUMP PRODUCT PPG  
 04 UNLD \$3.599

GALLONS TOTAL  
 12.103 \$43.56

Diesel Fuel Contains  
 Up to 5% Biodiesel  
 or Renewable Diesel  
 State Diesel Tax  
 \$0.19 per Gallon

Welcome To  
 Stripes # 9145

2626 South Sugar Road  
 Edinburg Texas 78539  
 (956) 380-1475

TP48570519-001 STRIPES 9145  
 2626 S. SUGAR RD  
 EDINBURG TX 78539

DUPLICATE OUTDOOR RECEIPT

DATE 03/01/13  
 TIME 11:45 AM  
 AUTH# 035421

MC FLEET

ACCOUNT NUMBER  
 XXXX XXXX XXXX 2812  
 SCRIVNER MORADO/EL

PUMP PRODUCT PPG  
 10 UNLD \$3.579

GALLONS TOTAL  
 7.640 \$27.34

THANK YOU  
 PLEASE COME AGAIN  
 Diesel fuel contains  
 biodiesel or renewable diesel  
 state diesel tax \$0.19 per gallon

Car Rental - \$163.<sup>20</sup>  
 Fuel - \$ 43.<sup>56</sup>  
 37.<sup>16</sup>  
 27.<sup>34</sup>  
 \$271.<sup>26</sup>  
 ÷ 3

\$90.42 to Adelita  
 as reimb.

# 108.06

271.26

271.26

90.42