



4556709800100658200000000000000031



Account Number	Payment Date	New Balance	Total Amount Due	Enter Amount Paid
XXXX-XXXX-XXXX-6582	05/28/2013	\$0.00	\$0.00	



COUNTY JUDGE  
 C1080 HIDALGO COUNTY  
 2812 S BUSINESS HWY 281  
 EDINBURG TX 78539-6243

\*\*N0001051

CITIBANK  
 P.O. BOX 183173  
 COLUMBUS, OH  
 43218-3173

For a credit balance refund, or a telephone or address change, please place an X in the parentheses ( ) and make the desired changes on the reverse side. Thank you.

Payment coupon: Please tear along perforation and return this portion with your payment. Make check or money order payable in U.S. dollars on a U.S. bank to Citibank. Include account number on check or money order. No cash please. Do not staple or tape your check to this coupon.

# CITIBANK CORPORATE CARD

Statement Date 05/03/13

Payment Date 05/28/13

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$2,500

For customer service call or write 1-800-248-4553 P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 183173 Columbus, OH 43218-3173

Account Number		Cash Advance Limit*	Available Credit Line	Available Cash Line**
XXXX-XXXX-XXXX-6582		\$00	\$2,500	\$00

  

Sale Date	Post Date	Reference Number	Type of Activity	Amount
.....NOTICE MEMO ITEMS LISTED BELOW .....				
04/05	04/08	55432863096000805057609	UNITED 01629215715676 800-932-2732 TX ALVAREZ /RESERVATI DEPARTURE: 04/09/13 MFE UA E IAH	25.00
04/05	04/08	55432863096000804885992	UNITED 01623618486210 800-932-2732 TX ALVAREZ/RICHARDMR DEPARTURE: 04/09/13 MFE UA H IAH UA B IAD UA E IAH	1,791.60
..... TOTAL AMOUNT OF MEMO ITEM(S):				1,816.60

Citi is committed to the reduction of paper. Within the Commercial Cards business, you can switch to online statements now by registering your card on CitiManager at <https://home.cards.citidirect.com/CommercialCard/Cards.html> Thanks to those who already access statements online, together we are saving 2,170 trees each year through this initiative alone.

The foreign currency conversion rate used to convert your foreign transactions to U.S. dollars includes a service fee of 1% assessed by Citibank by the applicable bankcard association.

Goods/services Received by:  
*Amalberg* 4/9-4/11/13  
 Invoice Received by:  
*Amalberg* on 5-3-13

Purchase Order #:  
 Amt# 3,1100-412-00-11-06-0583

No PO's

ACCOUNT SUMMARY CURRENT PERIOD		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases		\$0.00					\$0.00
Advances		\$0.00					\$0.00
TOTALS		\$0.00					\$0.00

  

DAYS IN BILLING PERIOD: 30		Purchases	Cash Advances	Payment Due:	\$0.00
Balance Subject To Interest Charges	>	.00	.00	Amount Over Credit Limit:	\$0.00
Periodic Rate	>	.0000%	.0000	Amount Past Due:	\$0.00
ANNUAL PERCENTAGE RATE	>	.000%	.0000	MINIMUM AMOUNT DUE:	\$0.00

\*Cash Advance Limit is a portion of your Total Credit Line  
 \*\* Available Cash Line is a portion of your Available Credit Line

# Information About Your Citibank Corporate Card Account

- **Report a Lost or Stolen Card Immediately:** Our telephone lines are open every day, 24 hours a day. Call the Customer Service telephone number specified on the front of the statement or Directory Assistance for the number to report a lost or stolen Citibank Corporate Card.
- **Credit Reports:** The Bank may report Account information to credit bureaus. Late payments, missed payments, or other defaults on the Account may be reflected in your credit report.
- **Cardmember Credit Line:** Each Cardmember has an individual Credit Line (a portion of which may be used for Cash Advances), which is the maximum amount that the Cardmember can charge at any time. The size of each Cardmember's Credit Line (and Cash Limit, if any), is determined by the Company and is a portion of the total Company Credit Line.
- **To Increase or Reallocate a Company or Cardmember Credit Line:** The Company may request changes to credit lines by contacting Citibank Corporate Card Customer Services. Our telephone lines are open every day, 24 hours a day at the telephone number specified on the front of the statement.
- **Additional Cardmembers:** The Company may request applications for additional Cardmembers by contacting Citibank Corporate Card Service. Our telephone lines are open every day, 24 hours a day at the telephone number specified on the front of the statement. Limit one Citibank Corporate Card per Cardmember.
- **Payments:** Please allow sufficient mailing time if sending payments via mail. Please write your account number on the front of the check. For centrally billed accounts, please be sure to send on Company check as payment for all Cardmember balances. There may be a delay of up to 5 days in posting payments made at a location other than the address listed on the return envelope (Citi, P.O. Box 183173, Columbus, OH 43218-3173). If we receive your mailed payment in proper form at our processing facility by 10 a.m. Eastern Time, it will be credited as of that day. Payments can also be made by electronic fund transfer, wire transfer, ACH transfer, direct debit, and other methods. Call the number on the front of this statement for details.
- **Company Ratification:** By its payment of any amounts charged to the Account, the Company: (i) ratifies the original Application for the Account and the authority of all persons at the time of their signing such Application, and (ii) authorizes the continued use of the Account under the terms of The Corporate Card Agreement by all Cardmembers to whom Cards are issued.
- **Special Information on Cash Advances:** Cardmembers may get a Cash Advance at over 160,000 locations worldwide.
  - The Cardmember's Cash Advance Limit is a part of the Cardmember's Total Credit Line. It is not an additional line of credit.
  - For Cash Advances from ATMs, a separate Personal Identification Number (PIN) is required for security purposes.
- **Delinquency Fee:** My Account will be delinquent unless the Bank receives the amount shown on the billing statement as the balance due, less any disputed charges, by the payment due date. The Bank will show any unpaid portion of the balance due as a past due balance on subsequent billing statements. If any portion of the past due balance appears on two consecutive billing statements (approximately 55-60 days after the billing cycle date), I agree to pay a delinquency fee monthly based on a percentage of the entire past due balance until my payment is received by the Bank. A late fee may also be imposed monthly until payment for the past due balance is received by the Bank.

## Account Inquiries

- **In Case of Errors or Questions About Your Bill:** If you think the Billing Statement is wrong, or if you need more information about a transaction, write to us on a separate sheet at the address specified on the front of this statement as soon as possible. Please notify us no later than 60 days after the date of the bill on which the error or problem first appeared.
- In the letter please give us the following information:
- Your name and account number. For centrally billed Company Accounts, the Company name and Individual account number.
  - The dollar amount of the suspected error.
  - Describe the error and explain the reason for the error; if more information is needed about an item, please describe it to us.
  - Merchant Disputes. If the Company or Cardmember was unsuccessful in attempting to resolve a problem with a merchant concerning the quality of goods or services purchased with the Citibank Corporate Card, we may be able to help if we are notified in writing within 60 days of the date of the charge. You will be responsible if we are not able to resolve the dispute or if the Bank finds you responsible for the disputed charge.
  - In the letter to us, please explain in detail the dispute and the results of the attempt to resolve it with the merchant. The letter must include the amount involved, **and must be signed by the individual Cardmember. We will notify you of the results of our efforts.**
  - If you returned merchandise and received a credit slip which has not yet been posted, please allow 30 days from the date it was issued. If it has not been posted to the Account by then, forward a copy of the credit slip to us at the billing dispute address specified on the front of the statement. Along with the copy of the credit slip please include a letter (signed by the individual Cardmember) stating that credit was not received. If a credit slip was not issued, please request one from the merchant. If the merchant refuses, please write to us and explain the details.
  - On non-disputed matters or any matter shown by the Bank not to be in error, the Bank may charge the Company or Cardmember the fee specified in the Corporate Card Agreement for each copy of any document the Company or Cardmember requests, such as duplicate periodic statements, transaction slips, and the like.
  - Please save your charge receipts.

BUibs 1/01

## Account Requests

Payments must be remitted to Citi, P.O. Box 183173, Columbus, OH 43218-3173. If we receive your mailed payment in proper form at our processing facility by 10 a.m. Eastern Time, it will be credited as of that day.

### CHANGE OF ADDRESS OR TELEPHONE NUMBER

Street Address \_\_\_\_\_

City, State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

### CREDIT BALANCE REFUND REQUEST

- Refund full amount (no additional charges are outstanding).
- Refund partial amount of \$ \_\_\_\_\_ (additional charges are still outstanding).

Signature \_\_\_\_\_ Date \_\_\_\_\_ R1410-1410B-0512

**Zimbra****irma.saenz@co.hidalgo.tx.us****Re: Req # 234394****From :** Matilde Faz <matilde.faz@co.hidalgo.tx.us>

Tue, May 21, 2013 08:55 AM

**Subject :** Re: Req # 234394**To :** Irma Saenz <irma.saenz@co.hidalgo.tx.us>**Cc :** emelia suarez<emelia.suarez@auditor.co.hidalgo.tx.us>, sandra  
deleon <sandra.deleon@co.hidalgo.tx.us>

Good morning, Irma

I noticed the requisition was initiated on 4/4/13 like you said, but needs to be approved by the department before the goods/services, we the Purchasing Department can't view any entered requisition unless approved by the department's level and in order for the Purchasing Dept. to generate a purchase order and then receive the goods/services "Purchase Order MUST be generated before receiving the services.

Thanks!

If you have any questions or concerns, please feel free to contact me.

Matilde (Maty) Faz

THE COUNTY OF HIDALGO, TEXAS

Purchase Order Specialist II

Purchasing Department

2802 South Highway 281

Edinburg, Texas 78539

(956) 318-2626 ext. 4854

(956) 318-2629

.matilde.faz@co.hidalgo.tx.us

"Life is not about waiting for the storms to pass...it's about learning how to dance in the rain!"

Always remember to forget the troubles that pass your way; but never forget the blessings that come each day.

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**From:** "Irma Saenz" <irma.saenz@co.hidalgo.tx.us>**To:** "matilde faz" <matilde.faz@co.hidalgo.tx.us>**Cc:** "Emelia Suarez" <emelia.suarez@auditor.co.hidalgo.tx.us>, "Sandra de Leon" <sandra.deleon@co.hidalgo.tx.us>, "Irma Saenz" <irma.saenz@co.hidalgo.tx.us>**Sent:** Thursday, May 16, 2013 11:27:57 AM**Subject:** Re: Req # 234394

Mati,

please provide with information regarding Requisition # 234394 as soon as possible. Thank

You.

Irma Saenz, Administrative Assistant III  
The County of Hidalgo, Texas  
Office of Hidalgo County Judge Ramon Garcia  
302 West University Drive  
Edinburg, Texas 78539  
p (956)318-2600 ext. 5004  
f (956)318-2699  
e [irma.saenz@co.hidalgo.tx.us](mailto:irma.saenz@co.hidalgo.tx.us)  
w [www.co.hidalgo.tx.us](http://www.co.hidalgo.tx.us)

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**From:** "Irma Saenz" <[irma.saenz@co.hidalgo.tx.us](mailto:irma.saenz@co.hidalgo.tx.us)>  
**To:** "matilde faz" <[matilde.faz@co.hidalgo.tx.us](mailto:matilde.faz@co.hidalgo.tx.us)>  
**Cc:** "Emelia Suarez" <[emelia.suarez@auditor.co.hidalgo.tx.us](mailto:emelia.suarez@auditor.co.hidalgo.tx.us)>, "Irma Saenz" <[irma.saenz@co.hidalgo.tx.us](mailto:irma.saenz@co.hidalgo.tx.us)>  
**Sent:** Wednesday, May 15, 2013 2:44:41 PM  
**Subject:** Req # 234394

Good Afternoon Mati,

please advise as to why requisition # 234394 was disapproved for process of purchase order? If, requisition was started before the fact. Req was initiated on 4/4/13.

Irma Saenz, Administrative Assistant III  
The County of Hidalgo, Texas  
Office of Hidalgo County Judge Ramon Garcia  
302 West University Drive  
Edinburg, Texas 78539  
p (956)318-2600 ext. 5004  
f (956)318-2699  
e [irma.saenz@co.hidalgo.tx.us](mailto:irma.saenz@co.hidalgo.tx.us)  
w [www.co.hidalgo.tx.us](http://www.co.hidalgo.tx.us)

# Requisition

Req # 00234394

PO #

Date: 04/04/13

Bill To: x  
x

Vendor: 343277  
CITIBANK  
P.O. BOX 183173  
COLUMBUS OH 43218-3173

Ship To: COUNTY JUDGE  
100 E. CANO STREET  
2ND FLOOR  
EDINBURG TX 78539

Contact: Irma Saenz  
956-318-2600

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Richard Alvarez attending the Census Bureau Meeting on 04/09-04/11/13 DO NOT DUPLICATE ORDER		
1.00	DAY	Hotel Stay for Richard Alvarez while Attending the Census Buearu Meeting in Washington, DC on April 9, 2013	277.00	277.00
1.00	DAY	Hotel Stay for Richard Alvarez while Attending the Census Bureau Meeting in Washington, DC on April 10, 2013	191.00	191.00
1.00	EACH	Taxes & Service Fees for Hotel Stay	69.39	69.39
1.00		Roundtrip Airfare for Richard Alvarez to attend the Census Bureau Meeting in Washington, DC on April 9-11, 2013	1,816.60	1,816.60
		<u>Account No</u>	<u>Encumbrance</u>	
		3-1100-413-00-110-006-0-583	2,353.99	
			Freight	.00
			Total	2,353.99
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: \_\_\_\_\_