

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

TO: Sandra De Leon

DATE: 06/18/2013

FROM: Jessica Ortega

DEPARTMENT: (110) COUNTY JUDGE

PHONE: (956)-318-2511 ext 4627

REFERENCE: GARCIA, RAMON Invoice #16804

THE FOLLOWING DOCUMENT (S), i.e. **Invoice #16804** 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 attach a Purchasing Affidavit for this reimbursement. Also since the invoice was before the PO, payment cannot be processed at this time. Even though the requisition was done the date of the invoice, a PO is required for every purchase. As stated in the Local Govt Code 262.011.d A person other than the county purchasing agent may not make the purchase of the supplies, materials, or equipment or make the contract for repairs.
- 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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Purchase Order COUNTY OF HIDALGO

PO#: 693687

DATE: 06/10/13

Page No 1 Of 1

VENDOR: 289019

REQ:00238069

E-mail:

Phone:

GARCIA, RAMON
C/O CO. JUDGE

BUYER:

SHIP TO: COUNTY JUDGE
100 E. CAHO STREET
2ND FLOOR
EDINBURG TX 78539

Vendor Acct:

CONTACT:

SITE: COUNTY JUDGE

Special Instructions:

Contract No:

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 C 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 C.V. FOR A BONA FIDE AND FULLY COMPLETED ORDERS UNLESS OTHERWISE ATTACHED

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
7	EACH	OM 8 X 10 plaques with printed plate	35.00	245.00
		REPORT ROAD HAZARDS 1-856-HCR-SAFE OR 1-856-427-7233		
		Total		245.00

		For Hidalgo County use only		
		3-1150-413-00-110-006-0-601	245.00	
		Approved		

Authorized by: Martina L. Salazar

DEPARTMENT NAME

Hidalgo County Judge's Office

Assistant A/P Auditor Signature:

INVOICE SUMMARY COVER SHEET
BUDGET ACCOUNT NUMBER:
DATE SUBMITTED TO COUNTY AUDITORS

3-1100-413-00-110-006-0
06/11/13

Date Paid

	VENDOR NAME	OBJ. NO.	PURCHASE ORDER NO.	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	AUDITOR'S REMARKS
1	Ramon Garcia	601	693687	6/7/2013	16804	\$ 245.00	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

TOTAL NUMBER OF INVOICES ATTACHED:

RECEIVED BY

TOTAL COVER SHEET AMOUNT

PREPARED BY: Sandra C. De Leon

Yolanda Chapa/Jaime Longoria

DATE

Sandra C. De Leon

2013 JUN 14 PM 4 24
COUNTY AUDITOR

\$ 245.00

