

ORIGINAL

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

For faster processing of payment
please submit back to me with this
page as the cover page.
Do not remove any pages attached.

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: 07/18/2013

TO: Lauro Torres

DEPARTMENT: (125) EXECUTIVE OFFICE

FROM: Patricia Ramos

PHONE: (956)-318-2511 ext 4626

REFERENCE: D & M COFFEE COMPANY INC Invoice #040913czdel

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #040913czdel* 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: NEED SIGNATURES OF EMPLOYEES WHO WERE IN ATTENDANCE AND PURCHASE ORDER WILL ONLY COVER THE LUNCHESES FOR THOSE IN ATTENDANCE AND NOT THE EXTRA BOX LUNCHESES.

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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6

D & M COFFEE COMPANY INC.

Edinburg, TX 78539


Invoice

Date	Invoice #
4/9/2013	040913czdel

Bill To ① V:289701

Hidalgo County Executive Offices
 Ordered by Lauro Torres
 100 E. Cano Rd.
 Edinburg, TX 78539
 (956) 292-7025

P.O. No.	Terms	Project
	Upon Receipt	

Quantity	Description	Rate	Amount
20	Variety Boxed Lunches	8.99	179.80
2	Java Boxes of Iced Tea with settings for 20 people	22.99	45.98
1	Service Charge	5.00	5.00
	Sales Tax	8.25%	0.00
Po # 690645 INVOICE RECEIVED BY: <u>Mouca</u> ON <u>4/17/13</u> GOODS/SERVICES RECEIVED BY: <u>Lauro T.</u> ON <u>4/17/13</u> <u>3-1100-413-00-125-001-0-630</u> 		RECEIVED BY COUNTY AUDITOR 2013 APR 26 PM 11 02	
4.26.13 spoke w/Lauro about amount of meals ordered and the number of employees in attendance. More were expected so 20 lunches were ordered however only 14 employees attended.			
Thank you- We appreciate your business!			
Total			\$230.78

HIDALGO COUNTY texas

Commissioners' Court Executive Office

2818 S. Bus. Hwy. 281

Edinburg, Texas 78539

Office: (956) 292-7025

Fax: (956) 292-7035

www.co.hidalgo.tx.us



Hidalgo County Commissioners' Court Workshop April 9, 2013

PARTICIPANT'S NAME	NAME OF COMPANY/DEPARTMENT	E-MAIL PHONE NO.
Ramon Garcia	County Judge	
A.C. Cuellar	Pct. 1	
Tito Palacios	Pct. 2	
Joe Flores	Pct. 3	
Mingo Villarreal	Pct. 3	
Matty Salazar	Purchasing	
Yolanda Chopa	Co. Judge	
Eddie Olivarez	Health	
Monica Badillo	Exec. Office	
Jaime Longoria	Co. Judge	
Diana Serna	UCP	
Mona Purras	Pct. 3	
Raul Silguero	Pct. 2	
Raul Sesin	Planning	
Priscilla Torres	Co. Clerk	
Esther Cortez	H.R.	

RECEIVED BY
 COUNTY AUDITOR
 2013 APR 26 AM 11 02



HIDALGO COUNTY, TEXAS NON-TRAVEL MEALS, REFRESHMENTS, AND RELATED EXPENSE CLAIM

DEPARTMENT INFORMATION

Department: County of Hidalgo Executive Office
 Department Contact Name: Lauro Torres
 Contact Phone Number: (956) 292-7025 ext. #4859

EVENT INFORMATION

Date: 4/9/2013 Start Time: 11:30 p.m. End Time: 3:30 p.m.

Duration: #VALUE! Location: Commissioners' Courtroom

Purpose of Event:

Meeting Training Other: Work shop
 (Please explain.)

Attendees: (Please attach sign-in sheet)

County Employees 16 + Non-County Employees 0 = Total 16

Meals: (Meals may not exceed \$10.00 per person including taxes and gratuity or \$250.00 per event.)

Breakfast + Lunch + Dinner = Total 2

Refreshments: (Refreshments may not exceed \$3.00 per person or \$125.00 per event.)

Related Expenses: (Related expenses may not exceed \$25.00 per event.)

	ACTUAL	ALLOWABLE
Meals Expense:	\$ 179.80	\$ 179.80
Refreshments Expense:	\$ 45.98	\$ 45.98
Related Expenses:	\$ 5.00	\$ 5.00
Total Event Expenses:	\$ 230.78	\$ 230.78

(Please attach original receipts.)

FUNDING

Purchase Order Number: 690645 Account Number: 3-1100-413-00-125-001-0-630

APPROVAL

I, the undersigned, certify to the best of my knowledge, that the expenditures incurred were for official County business, have been expressly authorized by the Purchasing Department, and are in compliance with the Policy on Non-Travel Meals, Refreshments, and Related Expenses.

Valde Guerra
 Name of Approving County Official/Department Head
 (Please Print)


 Signature of Approving County Official/Department Head

4/17/13
 Date

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 COUNTY AUDITOR
 APR 26 AM 11 02



Memorandum

Hidalgo County Commissioners' Court

Ramon Garcia
County Judge

A.C. Cuellar Jr.
Commissioner, Precinct 1

Hector "Tito" Palacios
Commissioner, Precinct 2

Joe M. Flores
Commissioner, Precinct 3

Joseph Palacios
Commissioner, Precinct 4

Executive Office

Valde Guerra
Executive Officer

2818 S. Business Hwy 281
Edinburg, Texas 78539

(956) 292-7025 | P
(956) 292-7035 | F
www.co.hidalgo.tx.us | W

TO : Ray Eufrazio, CPA, County Auditor

Attn : Patricia Ramos

From : Monica Badillo, Court Administrator 

Date : April 17, 2013

RE : D & M Coffee Company, Inc.

Please accept this as my request to issue payment to D & M Coffee Company, Inc., invoice(s) #040913czdel. Payment should be made with the copy of the invoice enclosed. The original invoice was submitted electronically.

Thank you and should you have any questions or require additional information, please do not hesitate to call my office at ext. #4859

RECEIVED BY
COUNTY AUDITOR
2013 APR 26 AM 11 02

PURCHASE ORDER INCREASE COUNTY OF HIDALGO

Department: Hidalgo County Executive Office
 Contact Name: Lauro Torres
 Telephone #: (956) 292-7025

Purchase Order Number: 690645
 Increase # 1 for this Purchase Order
 Procurement Method:

TO: Vendor Number: 289701
 Vendor Name: D&M Coffee Company, Inc.
 Address: 1108 S. McColl Rd.
Edinburg, Tx. 78539

- 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>		\$200.00
1		OPEN PURCHASE ORDER FOR WORKSHOP HELD AT OLD COMMISSIONERS' COURTROOM ON APRIL 9, 2013 FROM 11:30 AM TO 3:30 PM NIGP 96347		
		<i>Amount of Increase Request</i>		\$30.78
		TOTAL AMOUNT		\$230.78

Lia P
acab 31.00

Account Number: 3-1100-413-00-125-001-0-630

Reason: TO COVER EXPENSES

Authorization: *[Signature]*
 Department Head

4/17/13
 Date

Reviewed by: *[Signature]*
 Purchasing Department

4-18-13
 Date

Approved By: *[Signature]*
 Purchasing Agent

4-18-13
 Date

Approved By: _____
 Hidalgo County Auditor

4/24/13
 Date

PAID
 26 2013
[Signature] b#003238



**WORKSHOP
HIDALGO COUNTY
COMMISSIONERS' COURT
April 9, 2013
11:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a WORKSHOP of the Commissioners' Court will be held at the Commissioners' Courtroom in the Administration Building, 100 E. Cano, Edinburg, Hidalgo County, Texas. Discussion relating to the following business will be transacted:

- 1. Roll Call**
- 2. Presentation and discussion on Budget Status**
 - a) 2013 Fiscal Year Budget
 - b) 2014 Fiscal Year Budget
 - c) Capital Projects Budget
 - d) Expenditure Reduction/Revenue Enhancing Initiatives
- 3. Discussion and review of Indigent Health Care Services in relation with 1115 Waiver and the proposed funding options for future proposed medical school in Hidalgo County**
- 4. Adjourn**

AI-38083

2.

WORKSHOP

Meeting 04/09/2013
Date:

2013-14 Budget expenditures - workshop

Department: EXECUTIVE OFFICE

Information

CAPTION

Presentation and discussion on Budget Status

- a) 2013 Fiscal Year Budget
- b) 2014 Fiscal Year Budget
- c) Capital Projects Budget
- d) Expenditure Reduction/Revenue Enhancing Initiatives

BACKGROUND

Fiscal Impact

