

# 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

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

## OFFICE OF THE COUNTY AUDITOR

### NOTICE OF DISCREPANCY AND/OR ADVISORY

**DATE:** 10/14/2013

**TO:** Virginia Rodriguez

**DEPARTMENT:** (2802) HIDALGO COUNTY JAIL

**FROM:** Genny Gonzalez

**PHONE:** (956)-318-2511 ext 4626

**REFERENCE:** MIKE YOUNG BUSINESS FORMS Invoice #21573

THE FOLLOWING DOCUMENT (S), i.e. **Invoice #21573** 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: The total invoice amount doesn't match with the total amount of the PO #696430. A payment has been issue for the original amount of the order only.

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 INCREASE  
COUNTY OF HIDALGO**

Department: Hidalgo County Sheriff's Office  
 Contact Name: VIRGINIA RODRIGUEZ  
 Telephone #: (956)393-6024  
 Date: 09/11/13

Purchase Order Number: 696430  
 Increase #: 1  
 Procurement Method: \_\_\_\_\_

**TO:** Vendor Number: 176729  
 Vendor Name: MIKE YOUNG BUSINESS FORMS  
 Address: 1916 PELICAN  
MCALLEN, TEXAS 78504

- 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	NIGP	Unit Price	Amount
1	LOT	Amount of Original Purchase Order			\$899.80
		SHERIFF'S "B" CHECKS 25 SETS/BOOK 75 CHECKS PER BOOK	96613	\$89.98	
		Amount of Increase Request			\$89.98
		<b>TOTAL AMOUNT</b>			<b>\$989.78</b>

Liquidated: \$ 0  
 Available: \$ 2,650.21

Account Number: 3-1100-423-21-280-002-0-550

Reason: INCREASE IS BEING REQUESTED DUE TO VENDOR DID A 5% OR 10% OF PRINTING PRODUCTION.

Authorization: Emilia Wiegman  
DEPARTMENT HEAD

09/11/13  
DATE

Reviewed By: \_\_\_\_\_  
PURCHASING DEPARTMENT

\_\_\_\_\_  
DATE

Approved By: Martha L. Scazzon  
PURCHASING AGENT

9/16/13  
DATE

Approved By: \_\_\_\_\_  
HIDALGO COUNTY AUDITOR

\_\_\_\_\_  
DATE

**MIKE YOUNG BUSINESS FORMS**

1916 PELICAN  
 McALLEN, TEXAS 78504  
 (956) 631-5769  
 FAX (956) 682-2459

**INVOICE**

DATE 8/28/2013 (2) INVOICE # 21573 (1)

**BILL TO:**

HIDALGO CO. SHERIFF'S OFFICE  
 P O BOX 1228  
 EDINBURG, TX 78540

**SHIP TO:**

HIDALGO COUNTY JAIL  
 701 EL CIBOLO RD.  
 EDINBURG, TX 78539

PO. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
696430	Net 15		8/23/2013	FEDEX GRO...		
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
> 22	121	SHERIFF'S "B" CHECKS			44.99	989.78
<p>*Original order placed with PO # 696430 was for 20 items = \$ 899.80</p> <p>P.O. #: <u>696430</u> ✓</p> <p>Invoice Received By: <u>V. Rodriguez</u> on: <u>9-05-13</u> ✓</p> <p>Goods/Services Received By: <u>E. Wiegas</u> on: <u>8-28-13</u> ✓</p> <p>31100-423-21-280-002-0-SSO ✓</p> <p><i>Jose Trevino</i> ✓</p> <p>RECEIVED BY                  COUNTY AUDITOR                  2013 SEP 6 AM 9 18</p> <p>short Pay                  Difference                  of \$ 89.97</p>						
					<b>TOTAL</b>	<b>F 989.78</b>



**Virginia Rodriguez**

**From:** Virginia Rodriguez [virginia.rodriguez@hidalgoso.org]  
**Sent:** Tuesday, August 06, 2013 4:15 PM  
**To:** 'YMybf88@aol.com'  
**Cc:** 'Emilia Uriegas'  
**Subject:** P.O. # 696138 SHERIFF'S "B" CHECKS.  
**Attachments:** P.O. # 696138.pdf

Good afternoon,

Please go ahead and release order. (P.O. attached to email.)

**ROUTING** # 114911687 ✓  
**BANK ACCOUNT** # 71015981 ✓  
**START NUMBER** # 048290

Thanks.

**Virginia Rodriguez**  
Accountant I  
Hidalgo County Sheriff's Office  
P.O. Box 1228  
Edinburg, Texas 78539  
email: virginia.rodriguez@hidalgoso.org  
Ph: 956-393-6023  
Fax: 956-393-6027

RECEIVED BY  
COUNTY AUDITOR  
2013 SEP 6 AM 9 19



ATTN: GENY GONZALEZ @ AUDITORS OFFICE

## HIDALGO COUNTY DETENTION ADULT CENTER

INVOICE DATE: 09/05/13

P.O. NO.: 696430

VENDOR: MIKE YOUNG BUSINESS

INVOICE NO:

INVOICE DATE:

AMOUNT:

21573

8/28/2013

\$989.78

ACCOUNT NO: 3-1100-423-21-280-002-0-550

TOTAL AMOUNT: \$989.78

F

COMMENTS:

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COUNTY AUDITOR  
2013 SEP 6 AM 9 18  
RECEIVED BY  
COUNTY AUDITOR  
2013 SEP 6 AM 9 18

INVOICE SUBMITTED ON:

9/5/2013