

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

DATE: 08/24/2013

TO: Virginia Rodriguez

DEPARTMENT: (2802) HIDALGO COUNTY JAIL

FROM: Yolanda Estrada

PHONE: (956)-318-2511 ext 4622

REFERENCE: MIKE YOUNG BUSINESS FORMS Invoice #21506

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #21506* 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:** This invoice was processed for payment, dated for August 27, 2013, in the amount of \$1567.50, allowing for only 150 checks to be purchased, as originally requested by the department and approved by the Purchasing Agent. Local Government Code Chapter 262, prohibits unnecessary purchases by any other person, other than the County Purchasing Agent (Martha Salazar). Therefore, the additional 15 checks billed will not be approved for payment.

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, 133TH 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.	LETICIA LOPEZ JUDGE, 387TH D.C.	AIDA SAUNAS FLORES JUDGE, 394TH D.C.
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MIKE YOUNG BUSINESS FORMS

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

INVOICE

DATE: 7/19/2013
INVOICE #: 21506

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

SHIP TO:
HIDALGO CO. SHERIFF'S OFFICE
711 EL CIBOLO RD.
EDINBURG, TX 78541

PO. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
694384	Net 15		7/18/2013	FEDEX NDA ...		
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
165 1	121 Freight	SHERIFF'S "D" TRUST ACCOUNT CHECKS Freight Fedex NDA			10.45 89.69	1,724.25 89.69
<p>(150) Will be pd.</p> <p>P.O. #: <u>694304</u></p> <p>Invoice Received By: <u>W. Rodriguez</u> on: <u>7-25-13</u></p> <p>Good/Services Received By: <u>E. Wiegas/G. J. Venier</u> <u>7-19-13</u></p> <p><u>71100-423-21-280-002-0-SSD</u></p> <p>COPY</p> <p><i>George Orenstein</i></p> <p>8-14-13: Virginia, mentioned Mike orders extra at no charge *Per Liz only pay for the 150 boxes as originally requested on the P.O. Ret. copy of inv. to dept.</p> <p>RECEIVED BY JUL 29 AM 9 35</p>						
					TOTAL	F \$1,813.94

THIS MEMORANDUM is an acknowledgment that a Bill of Lading has been issued and is not the Original Bill of Lading, nor a copy or duplicate, covering the property named herein, and is intended solely for filing or record. RECEIVED subject to the conditions and terms in effect on the date of the receipt by the carrier of the property described in the Original Bill of Lading.

AT

MIKE YOUNG BUSINESS FORMS

SHIPPER'S NO. 9196	DATE SHIPPED 07/18/13
DELIVERING CARRIER FED EX NDA TM	
SPECIAL CARRIER INSTRUCTIONS	

CARRIER NO. 662813	FACTORY NO. 82849
MAIL CODE SALES REPRESENTATIVE MIKE YOUNG	
CUSTOMER REQUISITION/ORDER NO. 694384	
CONSIGNED TO	

PLEASE BILL TO

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

DO NOT DOUBLE STACK SKIDS

Subject to Section 7 of Conditions of Carriage on Delivery. This document is not binding on the shipper unless it is signed by the shipper. The carrier shall not make delivery of the original and/or payment of freight until all other bills of lading are received.

(Signature of
Shipper)

If charges are to be prepaid, write or stamp here.
To be Prepaid.

PREPAID

NO. OF CTNS	QUANTITY OF FORMS	NO. PTS.	FORM NO. & NAME, CONSECUTIVE NUMBERS CARTON QUANTITIES OR BREAKDOWN
1	550	4	"D" TRUST ACCOUNT CHECKS
			1 x 550 (22 BOOKS)
			139350 THRU 140999
			PARTIAL

PACKING SLIP

VIA <input type="checkbox"/> 3RD PARTY		<input checked="" type="checkbox"/> PREPAID		<input type="checkbox"/> COLLECT	
SPEC. INST.					
SHIPPED ON B/L NO. WITH					
No. Phys.	NUMBER OF SKIDS	WEIGHT (Sub. to Car.)	Class or Rate	CHARGES	
1		30	65		

6477 6-99

CUSTOMER COPY

PER

Emilia Wiese
7/19/13



Purchase Order

COUNTY OF HIDALGO

PO#: 694384

DATE: 06/24/13

Page No 1 Of 1

VENDOR: 176729

REQ:00239003

Email:

BUYER: VRODRIGUEZ

Phone:

SHIP TO: HIDALGO COUNTY JAIL

MIKE YOUNG BUSINESS FORMS

701 EL CIBOLO RD

1916 PELICAN

EDINBURG Tx 78539

MCALLEN TX 78504

Vendor Acct:

CONTACT: Virginia Rodriguez

(956) 393-6023

SITE: HIDALGO COUNTY JAIL

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.O.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 ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
150	EACH	OM SHERIFF'S "D" TRUST ACCOUNT CHECKS 25 SETS/BOOK-75 CHECKS PER BOOK	10.45	1,567.50
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		1,567.50

		For Hidalgo County use only		
		3-1100-423-21-280-002-0-550	1,567.50	
		Approved _____		

RECEIVED BY
 2013 JUL 29 AM 9:35

Authorized by: Martha L. Salazar

ATTN: TONY HERNANDEZ @ AUDITORS OFFICE

HIDALGO COUNTY DETENTION ADULT CENTER

INVOICE DATE: 07/25/13

P.O. NO.: 694384

VENDOR: MIKE YOUNG BUSINESS

INVOICE NO:

INVOICE DATE:

AMOUNT:

21506

7/19/2013

1,813.94

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

TOTAL AMOUNT:

\$1,813.94

F

COMMENTS:

RECEIVED BY
COUNTY AUDITORS
2013 JUL 29 PM 9 35

INVOICE SUBMITTED ON:
7/25/2013

Zimbra

martha.salazar@co.hidalgo.tx.us

FW: DISCREPANCY FOR INVOICE # 21506 MIKE YOUNG BUSINESS

From : Virginia Rodriguez <virginia.rodriguez@hidalgo.org> Fri, Jan 31, 2014 09:19 AM
Subject : FW: DISCREPANCY FOR INVOICE # 21506 MIKE YOUNG BUSINESS 2 attachments
To : 'Martha Salazar' <martha.salazar@co.hidalgo.tx.us>
Cc : 'Matilde Faz' <matilde.faz@co.hidalgo.tx.us>, 'Darlene H. Betancourt' <darlene.betancourt@co.hidalgo.tx.us>, 'Gabriel Castaneda' <gabriel.castaneda@hidalgo.org>, 'Richard Ozuna' <richard.ozuna@hidalgo.org>, 'Emilia Uriegas' <emilia.uriegas@hidalgo.org>, daniel garcia <daniel.garcia@hidalgo.org>, 'Liza Lopez' <liza.lopez@co.hidalgo.tx.us>

Mrs. Salazar

Can you please help us with this matter? We have the following issue:

Invoice #21506 Purchase Order #694384 was open for 20 check books and received 22, auditors only paid for 20 leaving a remainder balance of **\$89.98**

Invoice #21573 Purchase Order #694430 was open for 150 check books and received 165, auditors only paid for 150 leaving a remainder balance of **\$156.75**

(Note: checks are customized)

Auditor agreed to pay invoices but she did not process payment as per Accounts Payable Supervisor Elizabeth Cano not authorized payments.

Mr. Garcia (Purchasing) was working with this matter but I think he's out in sick leave.

Please advice how to proceed in order to submit payments.

Thanks.

From: Genoveva Gonzalez [mailto:genoveva.gonzalez@auditor.co.hidalgo.tx.us]
Sent: Tuesday, January 07, 2014 10:26 AM
To: 'Virginia Rodriguez'
Subject: RE: P.O. #694384 INV.#21506 MIKE YOUNG

Virginia,

I spoke with Liz about both invoices (#21506 & 21573), and we cannot pay the extra check books not included in the POs (#694384 & 696430).

From: Virginia Rodriguez [mailto:virginia.rodriguez@hidalgo.org]
Sent: Tuesday, January 07, 2014 8:56 AM
To: 'Genoveva Gonzalez'
Subject: RE: P.O. #694384 INV.#21506 MIKE YOUNG

What about invoice #21506? Only 150 books were paid but still own 20 books.

Please let me know if I can include both in same memo.

Thanks.

From: Genoveva Gonzalez [mailto:genoveva.gonzalez@auditor.co.hidalgo.tx.us]
Sent: Thursday, January 02, 2014 4:32 PM
To: 'Virginia Rodriguez'
Subject: Mike Young Business Forms

Virginia,

Can you send me an authorization letter to pay the remaining balance of \$89.98 from invoice copy #21573 dated 08/28/13.

TK's!

Genoveva "Genny" Gonzalez

Hidalgo County Auditor's Office
2808 S. Bus. Hwy. 281
Edinburg, TX. 78539
(956) 318-2511 x.4626

From: Virginia Rodriguez [mailto:virginia.rodriguez@hidalgo.org]
Sent: Thursday, September 12, 2013 9:49 AM
To: 'alfredo.garcia@co.hidalgo.tx.us'
Cc: 'Matilde Faz'; 'elizabeth.cano@auditor.co.hidalgo.tx.us'; 'yolanda.estrada@auditor.co.hidalgo.tx.us'
Subject: DISCREPANCY FOR INVOICE # 21506 MIKE YOUNG BUSINESS

Good morning,

Can you please help me with the following discrepancy? As per our phone conversation a Purchase Order # 694384 was open for the printing of checks for the Trust Account for the jail. P.O. was for 150 books but were received 165 due to as per vendor a 5% to 10% of production is over printed. We accepted order and submitted a payment to Auditors Office.

A Discrepancy was sent back with the followed explanation:

This invoice was processed for payment, dated for August 27, 2013, in the amount of

\$1567.50, allowing for only 150 checks to be purchased, as originally requested by the department and approved by the Purchasing Agent.

Local Government Code 262m prohibits unnecessary purchases by any other person, other than the county Purchasing Agent (Martha Salazar). Therefore, the additional 15 checks billed will not be approved for payment.

Please let me know how to proceed due to an outstanding balance still pending.

Virginia Rodriguez

Accountant I

Hidalgo County Sheriff's Office

P.O. Box 1228

Edinburg, Texas 78539


email: virginia.rodriguez@hidalgo.org

Ph: 956-393-6023

Fax: 956-393-6027

 **P.O. # 694384 MIKE YOUNG INVOICE # 21506 DISCREPANCY.pdf**

248 KB

 **INVOICE #21573.pdf**

308 KB

Mode:        

Regquisition # 00239003 Print Requisition Date Entered 06-24-2013 Account Year 13 PO # 694384 Item Total 1,567.50
 Enter Reqs Only Approve Approve By Year Requisition Status Purchase Order View Acct Total 1,567.50

Order Header Items Accounts Inquire Approval

Estimates Documents GAT8

Vendor: 176729 (****)
Printing 8,687.11

AS PER COMMODITY CODE REPORT DATED 6/19/2013 96613 Check

Printing 8,687.11

County JAIL
County JAIL

Phone (956)393-6023
Order Type
Cancel Date Needed

Buyer 669
Default

Special Instructions
Internal AS PER COMMOD
PO

Header Code Edit DN
Footer Code Edit RH

OK Cancel Search