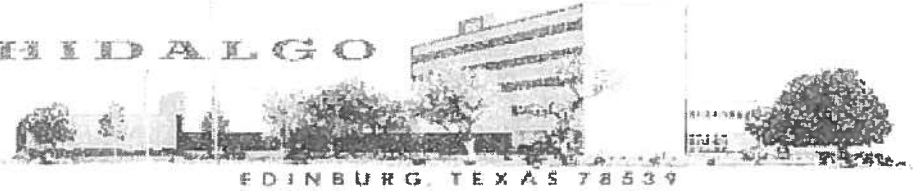


# COUNTY OF HIDALGO



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](http://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:** 12/27/2013

**TO:** Rosie Diaz

**DEPARTMENT:** (130) ELECTIONS

**FROM:** Erica M. Espinosa

**PHONE:** (956)-318-2511 ext 4632

**REFERENCE:** STAPLES BUSINESS ADVANTAGE Invoice #3212575992

THE FOLLOWING DOCUMENT (S), i.e. **Invoice #3212575992** 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 clarify purpose of coffee filters, beverage stirrers, and sugar.
- COMMENTS / RECOMMENDATION:

RECEIVED BY  
COUNTY AUDITOR  
2013 JAN 10 PM 11 08

*When Mrs. Ramon hold meetings only.*

**COPY**

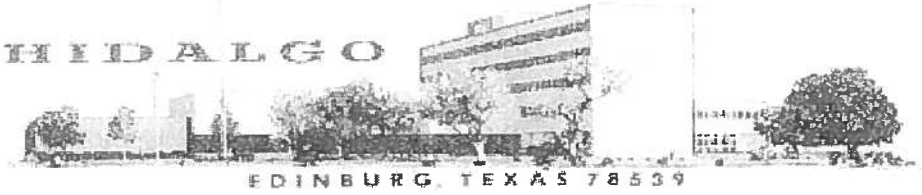
COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010



### HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TUJERINA 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 MARIO E. RAMIREZ, JR. 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.
---------------------------------------	-------------------------------------	---	--	--	--	--	------------------------------------	--

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

**MAILING ADDRESS:**

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

- COMMENTS / RECOMMENDATION:** The following items: coffee filters, beverage stirrers and sugar cannot be processed. Based on the Hidalgo County Accounting Procedures Manual, Non-Travel Meals, Refreshments, and Related Expenses

**Purpose**

The policy provides guidelines to departments concerning when non-travel meals, refreshments, and related expenses may be paid for with the County Funds. The procedures set forth below are prescribed by Hidalgo County Auditor and are to be followed regarding the payment of reimbursement of non-travel or reimbursement of non-travel meals, refreshments and related expenses.

**Item C. Prohibited Expenditures**

Expenditures of County funds for the following are specifically prohibited:

- Alcoholic beverages
- Supplies for coffee breaks, office refreshments, etc.
- Regularly scheduled staff meetings
- Social events such as celebrating holidays or birthdays
- Employee recognition, volunteer recognition, or thank-you events
- The cost of meals or refreshments covered by registration fee
- Charitable or political functions.

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010



**HIDALGO COUNTY DISTRICT**  
**JUDGES**

JAIME E. TIJERINA 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 MARIO E. RAMIREZ, JR. JUDGE, 275TH D.C.	NOE GONZALEZ JUDGE, 332ND D.C.	LETICIA LOPEZ JUDGE, 370TH D.C. OVERSEER	AIDA SALINAS FLORES JUDGE, 389TH D.C.	JUDGE, 398TH D.C.
---------------------------------------	-------------------------------------	---	--	--	-----------------------------------	---	--	-------------------

## Memorandum

---

**To:** Martha Salazar  
**From:** Yvonne Ramon *YR*  
**Date:** 01/29/14  
**Re:** Staples PO#699546

---

The following is in regards to PO#699546, in which it was returned by the auditor's office due to the Hidalgo County Accounting Procedures manual (non travel meals, refreshments, and related expenses). The purchase order was for stirrers, sugar and filters in which we utilize when we have meetings with entities, poll works and judges. The items ordered are for trainings/meetings that will be held in 2014.



# Purchase Order COUNTY OF HIDALGO

PO# 699546

DATE: 10/14/13

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 319449

REQ: 00245103

PHONE: (800)793-0468

FAX: (866)572-8032

EMAIL:

SHIP TO: ELECTIONS

101 S. 10TH AVENUE  
EDINBURG TX 78539

STAPLES BUSINESS ADVANTAGE  
3711 BRIARPARK DRIVE, SUITE 275  
HOUSTON TX 77042

CONTACT:

SITE: ELECTIONS

**SPECIAL INSTRUCTIONS:**

**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 bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		Buyboard 407-12		
8		CO Staples Tote, Clear Base, clear lid, 3 gallon; item#805703	14.17	113.36
10		CO Designjet Heavyweight Coated Ink Jet Paper, 35-lb., 42"x100" Roll; item#HEWC6569C	80.32	803.20
10		CO DesignJet Heavyweight Coated Ink Jet Paper, 35-lb, 24"x100 Foot Roll; item#HEWC6029C	33.68	336.80
1		CO Brewrite 12 Cup Coffee Filters, 1,000/pk; item#440098	8.99	8.99
1		CO Dixie Plastic Stirrers, Red & White, 1,000, Bx; item#415506	4.10	4.10
1		CO N'Joy Pure Cane Sugar Value Pack, 20 oz. Canister, 3/Pk; item#236240	4.25	4.25
20		CO Staples Soft Grip Binder Clips, 2"Width, 1" Capacity, Black, 6/Pk; item#657188	1.77	35.40
5		CO Staples Multipack Binder Clips, Mini, 3/5" Width, 1/4" Capacity, 144/Pk; item# 566942	6.70	33.50
<b>TOTAL:</b>				1,339.60
REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233				
***** For Hidalgo County use only				
3-1100-414-00-130-001-0-601			1,326.36	1322.24
3-1100-414-00-130-001-0-607			8.99	
3-1100-414-00-130-001-0-630			4.25	17.34

RECEIVED BY  
 COUNTY AUDITOR  
 2014 JAN 3 AM 10 25

Authorized by: Martha Salazar *MS*



INVOICE DATE	CUSTOMER	SUMMARY INVOICE
10/19/13	DAL 1031245	8027394867
PLEASE PAY BY	TERMS	AMOUNT DUE
11/18/13	Net 30 Days	2,912.98

# INVOICE DETAIL

Staples Advantage Federal ID #:04-3390816

HILDAGO COUNTY ELECTIONS DEPT  
 ATTN: ACCOUNTS PAYABLE  
 101 S 10TH AVE  
 EDINBURG, TX 78539

HILDAGO COUNTY  
 ATTN: MELANIE ESPARZA  
 101 S 10TH ST  
 ELECTION DEPT  
 EDINBURG, TX 78540

# COPY

Bill to Account ELEC1

Ship to Account: ELECTION

Budget Ctr:  
 P O Number: 699546  
 Ordered by: MELANIE ESPARZA

Release:  
 Job:

Invoice Number: 6212575992  
 Order: 7107317820-000-001  
 Order Date: 10/14/13

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	805703	12 QT REINFORCED BUCKLE TOTE	8		EA	8	14.17	113.36
2	HEWC6569C	PAPER HVYWG35LB 42 X100	10	10	RL		80.32	.00
3	HEWC6029C	PAPER.HVYWG35LB.24*X100'	10	10	RL		33.68	.00
4	440098	FILTERS COFFE 12 CUP CAPACITY	1		CT	1	8.99	8.99
5	415506	PLASTIC BEVERAGE STIRRERS	1		BX	1	4.10	4.10
6	236240	SUGAR 20 OZ 3 PK	1		PK	1	4.25	4.25
7	566942	CLIP MINI BINDER 9/16 BK 144CT	5		PK	5	6.70	33.50
8	657188	SPLS SOFTGRIP LG CLIP BLK 6CT	20		PK		1.77	35.40
Freight:		.00	Tax: (.0000%)		.00		Sub-Total:	199.60
							Total:	199.60

Balance to follow

RECEIVED BY  
 COUNTY AUDITOR  
 2013 NOV 18 10:11 AM  
 RECEIVED BY  
 COUNTY AUDITOR  
 10/14/13 10:11 AM

Rec'd by: [Signature]  
 on 11-5-13  
 Rec'd by [Signature]  
 on 10-14-13  
 699546