

AI-45400

CC - REGULAR

Meeting Date: 07/22/2014

Submitted For: Civil Service

Submitted By: Sylvia Rios, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

Human Resources (Civil Service)

Approval to process payment of the following invoice in accordance with Accounting Procedures Manual (Food Policy) through PO #703349.

Vendor	Invoice Date	Invoice No.	Invoice Amount	Purpose/event
Subway Sandwiches	06/12/14	0000275577	\$ 52.40	Civil Service Commission meeting on 06/12/14

BACKGROUND

Duration of event was 1.50 hours.

Policy states that event must be two or more consecutive hours.

Fiscal Impact

FISCAL YEAR: 2014

ACCT. #: 4-1100-415-50-190-001-0-630

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available through PO#703349.

Attachments

invoice

Form Review

Inbox
 Budget & Management
 Glinda Pacheco
 Budget & Management
 Glinda Pacheco
 Auditor's Office
 Purchasing Department

Reviewed By
 Debbie Tamez
 Glinda Pacheco
 Debbie Tamez
 Glinda Pacheco

Date
 07/09/2014 05:05 PM
 07/10/2014 03:45 PM
 07/09/2014 05:05 PM
 07/10/2014 03:45 PM

Form Started By: Sylvia Rios

Started On: 07/08/2014 04:14 PM



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

RECEIVED BY
COUNTY AUDITOR

2014 JUN 17 PM 3 49

DEPARTMENT INFORMATION

Department: Human Resources
 Department Contact Name: Esther A. Cortez/Sylvia Rios
 Contact Phone Number: (956) 318-2660

EVENT INFORMATION

Date: 6/12/2014 Start Time: 5:30 PM End Time: 7:00 PM
 Duration: 1:30 *less than two hours* Location: 208 West Cano Street, Edinburg
 Purpose of Event:
 Meeting Training Other: Civil Service meeting
 (Please explain.)

Attendees: (Please attach sign-in sheet)
 County Employees 2 + Non-County Employees 4 = Total 6

Meals: (Meals may not exceed \$10.00 per person including taxes and gratuity or \$250.00 per event.)
 Breakfast + Lunch + Dinner = Total 0
 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:	\$ <u>35.00</u>	\$ <u>-</u>
Refreshments Expense:	\$ <u>17.40</u>	\$ <u>-</u>
Related Expenses:	\$ <u>-</u>	\$ <u>-</u>
Total Event Expenses:	\$ <u>52.40</u>	\$ <u>-</u>

(Please attach original receipts.)

FUNDING

Purchase Order Number: 703349 Account Number: 4-1100-415-50-190-001-0.630

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.

Esther A. Cortez
 Name of Approving County Official/Department Head
 (Please Print)

Esther A. Cortez by Sylvia Rios
 Signature of Approving County Official/Department Head

June 16, 2014
 Date

RECEIVED BY
COUNTY AUDITOR



2014 JUN 17 PM 3:49

SALE RECEIPT
Store #8216 tko 06/12/14 14:44:52
Subway Sandwiches & Salads
102 S. 2nd Street
Edinburg TX 78539
(956)380-2625
Trans# 125 Clerk 14 Octavio
Dwr1 TRDT 061214 Reg-ID REG-MAIN
Receipt # 0000275577

ITEM	QTY	PRICE	MEMO	PLU
FreshFit Pit	1	35.00		20204
TUR HAM PT	1	0.00		30229
CHIPS	1	1.10		10020
CHIPS	1	1.10		10020
CHIPS	1	1.10		10020
CHIPS	1	1.10		10020
CHIPS	1	1.10		10020
CHIPS	1	1.10		10020
BTL Bev	1	1.80		10024
BTL Bev	1	1.80		10024
BTL Bev	1	1.80		10024
BTL Bev	1	1.80		10024
BTL Bev	1	1.80		10024

SUBTOTAL \$ 52.40
Sales Tx \$ 0.00
TAKE-OUT **TOTAL \$ 52.40
Credit AMT TEND \$ 52.40
CHANGE DUES 0.00

How'd we do? Get a free cookie

INVOICE RECEIVED BY:
H. Solis ON 06.12.14
GOODS/SERVICES RECEIVED BY:
H. Solis ON 06.12.14

DATE: 06-16-14
APPROVED: Sylvia Rios

PO# 703349
4-1100-415-50-190-001-0630



Esther A. Cortez
Human Resources Director

HUMAN RESOURCES DEPARTMENT
County Of Hidalgo

RECEIVED BY
COUNTY AUDITOR

2014 JUN 17 PM 3

HIDALGO COUNTY, TEXAS
Civil Service Meeting

held on:

June 12, 2014
(month, date, year)

Chairperson


Aurora Villarreal Zamora

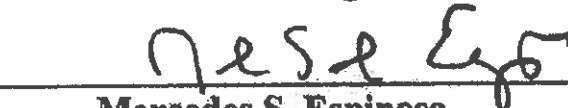
Vice-Chairperson


Michelle Rabinovich


Commissioner


Silvestre Rodriguez

Attorney


Mercedes S. Espinosa

Executive Assistant III


Sylvia Rios

Court Reporter


Hermelinda Sofis



HUMAN RESOURCES DEPARTMENT
County Of Hidalgo

RECEIVED BY
COUNTY AUDITOR

2014 JUN 17 PM 3 49

Esther A. Cortez
Human Resources Director

HIDALGO COUNTY, TEXAS CIVIL SERVICE COMMISSION

NOTICE

NOTICE, IS HEREBY GIVEN IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE, THAT A MEETING OF THE HIDALGO COUNTY, TEXAS CIVIL SERVICE COMMISSION WILL BE HELD ON THURSDAY, JUNE 12, 2014, AT 5:30 P.M., AT THE HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT, LOCATED AT 208 WEST CANO, EDINBURG, TEXAS. DISCUSSION AND POSSIBLE ACTION RELATING TO THE FOLLOWING BUSINESS WILL BE TRANSACTED.

At anytime during the course of this meeting, the Board may retire to Executive Session under Texas Government Code, Section 551.071 (2) to confer with its legal counsel on any subject matter in this agenda in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. At anytime during the course of this meeting, the Board may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code;

AGENDA

- ITEM 1. Call to order;
- ITEM 2. Public Comments;
- ITEM 3. Approval of minutes of April 03, 2014;



HUMAN RESOURCES DEPARTMENT
RECEIVED BY
County Of Hidalgo COUNTY AUDITOR

2014 JUN 17 PM 3 49

Esther A. Cortez
Human Resources Director

ITEM 4. Discussion, consideration and/or possible action without hearing, consolidation, hearing setting, action on motion for continuance, and/or hearing on the following complaints/grievances;

1013-PCT#4-T-029

0913-S-D-028

0214-S-T-003

ITEM 5. Adjournment to closed session pursuant to Texas Government Code (551.074) for discussion and/or hearing on one or more of the complaints/grievances listed in Item 4;

ITEM 6. Reconvene in open session;

ITEM 7. Additional discussion and/or possible action on complaints/grievances listed on item 4;

ITEM 8. Adjourn;