

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: 10/01/2014

TO: Sylvia Rios
FROM: Keta Zambrano *KZ*

DEPARTMENT: (190) HUMAN RESOURCES/CIVIL SERVICE

PHONE: (956)-318-2511 ext 4601

REFERENCE: SUBWAY Invoice #0000285729

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #0000285729* 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: Unable to pay invoice at this time. The duration of the Civil Service meeting was for 1 hr. and 30 mins. As pre Food Policy, duration of the events must be two or more consecutive hours. CC approval needed.
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER:
- COMMENTS / RECOMMENDATION:

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 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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RECEIVED BY
COUNTY AUDITOR

2014 SEP 17 AM 10 58

*** RECEIPT IS REPRINTED ***
09/11/14 16:10:20

Store #6216 tko/09/11/14 16:08:52
Subway Sandwiches & Salads
102 S. 2nd Street
Edinburg TX 78539
(956)380-2625

Trans# 103 Clerk 02 Jaine
Dwr1 TRDT 091114 Reg-ID REG-MAIN
Receipt # 0000285729

ITEM QTY PRICE MEMO PLU
*** RECEIPT IS REPRINTED ***

FrshFitPit 1 \$ 38.00 20204
BTL Bev 6 \$ 1.80 10024
CHIPS 6 \$ 1.10 10020
= \$ 6.60

SUBTOTAL \$ 55.40
Sales Tx \$ 0.00

TAKE-OUT **TOTAL \$ 55.40

Credit AMT TEND \$ 55.40

CHANGE DUES \$ 0.00

How'd we do? Get a free cookie!
Take a drive-by at www.tellsubway.com

INVOICE RECEIVED BY:
Hermelinda Solis ON 09.11.14
GOODS/SERVICES RECEIVED BY:
Hermelinda Solis ON 09.11.14

DATE: 09.15.14
APPROVED: *[Signature]*

PO# 703349
4-1100-415-50-190-001-0.630

Duration of
mtg. 1.30 Mins.
Need CC approval

Thank you for your business today! Attached is a copy of the receipt with the total due.

Please consider this the invoice. We ask that you please kindly submit your payment to the address below within the next two weeks. Please submit your payment with a copy of the receipt so that can properly credit this location.

Please make your check payable to:

Subway # 6216

Please mail your check to our office at:

3921 Saratoga Blvd, Suite 103
Corpus Christi, TX 78415

If you need any further documentation, please call our office at 361-881-8561.



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

RECEIVED BY
COUNTY AUDITOR

DEPARTMENT INFORMATION

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

2014 SEP 17 AM 10 59

EVENT INFORMATION

Date: 9/11/2014 Start Time: 5:30 PM End Time: 7:00 PM

Duration: 1:30 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:	\$ 38.00	\$ -
Refreshments Expense:	\$ 17.40	\$ -
Related Expenses:	\$ -	\$ -
Total Event Expenses:	\$ 55.40	\$ -

(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)

Signature of Approving County Official/Department Head

September 15, 2014
 Date



HUMAN RESOURCES DEPARTMENT RECEIVED BY
County Of Hidalgo COUNTY AUDITOR

2014 SEP 17 AM 10 58

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, SEPTEMBER 11, 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 July 24, 2014;



HUMAN RESOURCES DEPARTMENT
County Of Hidalgo

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2014 SEP 17 AM 10 58

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;

0514-EXT-C-007

0313-S-T-005

0612-S-T-019

0913-S-T-026

0712-S-T-024

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;

TO BE POSTED THIS 05th DAY OF SEPTEMBER 2014



Esther A. Cortez
Human Resources Director

RECEIVED BY
HUMAN RESOURCES DEPARTMENT
County Of Hidalgo 10 59

RECEIVED
COUNTY AUD
2014 SEP 17 AM

HIDALGO COUNTY, TEXAS Civil Service Meeting

held on:

September 11, 2014
(month, date, year)

Chairperson

Absent

Aurora Villarreal Zamora

Vice-Chairperson



Michelle Rabinovich

Commissioner



Silvestre Rodriguez

Attorney



Mercedes S. Espinosa

**HR Director/
C.S. Secretary**



Esther A. Cortez

Court Reporter



Hermelinda Solis



HUMAN RESOURCES DEPARTMENT
COUNTY AUDITOR
County Of Hidalgo
2014 SEP 17 AM 10 59

Esther A. Cortez
Human Resources Director

MEMORANDUM

TO: Ray Eufrazio, County Auditor
Hidalgo County Auditor's Office

FROM: Sylvia Rios, Executive Assistant III *SR*
Hidalgo County Human Resources Department

DATE: September 15, 2014

RE: *Invoice for Subway Sandwiches & Salads*

Mr. Eufrazio,

I am respectfully requesting payment be made for invoice marked "Receipt is Preprinted" for Subway Sandwiches & Salads (invoice #0000285729). Original invoice was not provided to us.

Should you have any questions or require additional information, please do not hesitate to call me at 318-2660.



Purchase Order COUNTY OF HIDALGO

PO# 703349

DATE: 01/17/14

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 218723

REQ: 00249734

PHONE: (956) 380-2625

EMAIL:

SHIP TO: HUMAN RESOURCES/CIVIL SERVICE

208 WEST CANO STREET
EDINBURG TX 78539

SUBWAY
102 S 2ND ST.
EDINBURG TX 78539

CONTACT:

SITE: HUMAN RESOURCES/CIVIL SERVICE

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 subject to C.S.B. Destination Vendor travel policy and shipping costs.
4. Insurance: Each Purchase Order's applicable Original Insurers are required to provide copy may be a contract. Get number must appear on all invoices, items of labor, and packages.
5. Payment will be made only for items late and full completed orders, unless otherwise stated.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		NIGP Code 963-47		
1.00	YEAR	EX Open purchase order for Civil Service meeting for January thru December 2014 NIGP Code 963-47	380.00	380.00
		TOTAL:		380.00
		REPORT ROAD HAZARDS 1-866-NCR-SAFE OR 1-866-427-7233		
		***** Per Hidalgo County use only		
		4-1100-415 50-190-001-0-630		
			380.00	

No internal notes added.

Authorized by:

Martha R. Salazar

