

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: 03/09/2015

TO: MONICA BADILLO

DEPARTMENT: (125) EXECUTIVE OFFICE

FROM: ZORAIDA ESCAMILLA

PHONE: (956)-318-2511 ext 4621

REFERENCE: SUBWAY Invoice #1/A-8956

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #1/A-8956* 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: As per policies and guidelines:

Items A. 1. b: The duration of the event must be two or more consecutive hours. Items B. 3. a: Purchase order. The purchase order should include the event date, time, duration, and place; estimated number of attendees and affiliation; purpose of the event; and weather meals or refreshments will be provided. c. Completed County Auditor's Form M-1 "Non-Travel Meals, Refreshments, and Related Expenses Claim" that documents the date, time place, amount, and business purpose of the event.

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



**HIDALGO COUNTY DISTRICT
JUDGES**

JAIME E. TUJERINA	RODOLFO DELGADO	J. R. "BOBBY" FLORES	ROSE GUERRA REYNA	JUAN R. PARTIDA MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	AIDA SALINAS FLORES
JUDGE, 92ND D.C.	JUDGE, 93RD D.C.	JUDGE, 139TH D.C.	JUDGE, 206TH D.C.	JUDGE, 275TH D.C.	JUDGE, 332ND D.C.	JUDGE, 370TH D.C. OVERSEER	JUDGE, 398TH D.C.

Subway#6216-0 Phone 956-380-2625
102 S. 2nd St.
Edinburg, Texas, 78539
Served by: Tonia 2/20/2015 8:56:43 am
Term ID-Trans# 1/A-8956

Size Item	Price
Classic Combo SndPit	38.00
Chips	4.40
Bottled Carbonated Drink	7.20
Total	49.60
Exemption County of Hildago	
Total (Eat In)	49.60
Catering Center	49.60
Change	0.00

Host Order ID: SPM20150220085643

Thanks for visiting Subway. Please let us know how we did today by taking our 1 minute survey at www.tellsubway.com

RECEIVED BY
COUNTY AUDITOR
2015 FEB 25 AM 7 55

PO # 72506

INVOICE RECEIVED BY: Rg on 2/20/15
GOODS/SERVICES RECEIVED BY: Tonia on 2/19/15

5-1100-415-50-125-037-0-630 DRB



HIDALGO COUNTY, TEXAS CIVIL SERVICE COMMISSION

NOTICE

Hidalgo County Civil Service Commission

COMMISSIONERS

Aurora Villarreal Zamora

Michelle "Mickie" Rabinovich

Silvestre Rodríguez

Mercedes S. Espinosa

Civil Service Attorney

ESPINOSA LAW FIRM, P.L.L.C.
4300 N. McColl Road
McAllen, Texas 78504

Phone: 956-686-6490

Fax: 956-686-6491

www.espinosalawfirm.com

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, FEBRUARY 19, 2015, AT 5:30 P.M., AT THE HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT, LOCATED AT 208 W. 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 November 13, 2014;
- 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;
 - 1014-PCT#1-C-013 0115-PCT#4-C-001
 - 1014-EXT-C-014 0514-PCT#4-C-006
 - 0914-HD-C-011
- 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 13TH DAY OF FEBRUARY 2015



HIDALGO COUNTY, TEXAS Civil Service Meeting

**Hidalgo County
Civil Service
Commission**

held on:

February 19, 2015
(month, date, year)

COMMISSIONERS

Aurora Villarreal Zamora

Chairperson

Aurora Villarreal Zamora

Michelle "Mickie" Rabinovich

Vice-Chairperson

Michelle Rabinovich

Silvestre Rodriguez

Commissioner

Silvestre Rodriguez

Mercedes S. Espinosa

Attorney

Mercedes S. Espinosa

Civil Service Attorney

Court Reporter

Hermelinda Solis

ESPINOSA LAW FIRM, P.L.L.C.

**4300 N. McGill Road
McAllen, Texas 78504**

Phone: 956-686-6490

Fax: 956-686-6491

www.espinosalawfirm.com



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

DEPARTMENT INFORMATION

Department: Civil Service
 Department Contact Name: Hermelinda Solis
 Contact Phone Number: 956-318-2660

EVENT INFORMATION

Date: 2/19/2015 Start Time: 5:48 PM End Time: 6:35 PM
 Duration: 0:47 Location: 208 W. Cano, Edinburg, TX 78539
 Purpose of Event:
 Meeting Training Other: _____
 (Please explain.)

Attendees: (Please attach sign-in sheet)
 County Employees 1 + Non-County Employees 4 = Total 5

Meals: (Meals may not exceed \$10.00 per person including taxes and gratuity or \$250.00 per event.)
 Breakfast 0 + Lunch 0 + Dinner 0 = 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:	\$ 42.40	\$ -
Refreshments Expense:	\$ 7.20	\$ -
Related Expenses:	\$ -	\$ -
Total Event Expenses:	\$ 49.60	\$ -

(Please attach original receipts.)

FUNDING

Purchase Order Number: 721506 Account Number: 5-1100-415-50-125-037-0-630

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.

VALDE GUERRA
 Name of Approving County Official/Department Head
 (Please Print)

 Signature of Approving County Official/Department Head

April 14, 2015
 Date