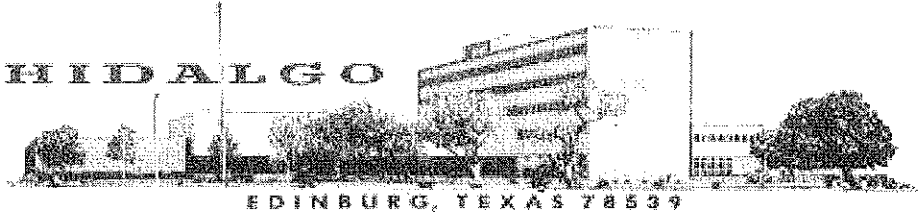


4902X
COUNTY OF HIDALGO



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: 05/13/2015

TO: NIELDA CAVAZOS

DEPARTMENT: (160) PURCHASING DEPARTMENT

FROM: LUCY QUINTERO

PHONE: (956)-318-2511 ext 4624

REFERENCE: THE AMERICAN INSTITUTE OF ARCHITECTS Invoice #2009007373

THE FOLLOWING DOCUMENT (S), i.e. Invoice #2009007373 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: IT NEEDS TO GO BACK TO COURT FOR REVISION ON PRICE. IT WAS APPROVED TO PAY AT \$3,449.00, AND THE INVOICE IS FOR 3,749.99. THE TAXES WILL NOT BE PAID. WE ARE TAX EXEMPT.
- COMMENTS / RECOMMENDATION:

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



**HIDALGO COUNTY DISTRICT
JUDGES**

JAIME E. TIJERINA 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, 389TH D.C. JUDGE, 398TH D.C.



* 2 entries *

American Institute of Architects -
ACD Department
Lockbox 64499
Baltimore, MD 21264

Customer # 0302383771

Martha L. Salazar, CPPB
2812 S Business 281
HIDALGO COUNTY PURCHASING DEPARTMENT
Edinburg, TX 78539-6243

Invoice

Invoice #: 2009007373
Invoice Date: 02/25/2015

Description	Quantity	Price	Discount	Amount
ACD10U050-Unlimited Annual License 5 Seat Retail Price	1	\$3,749.99	\$0.00	\$3,749.99

✓ Please remit payment to the American Institute of Architects c/o Lockbox
64499 Baltimore MD, 21264

Invoice Total	\$3,749.99
Taxes ^{Tax} _{Exempt}	-\$309.37
Amount Paid	\$0.00
PLEASE PAY	\$4,059.36

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice#: 2009007373
Customer #: 0302383771

Martha L. Salazar, CPPB
2812 S Business 281
HIDALGO COUNTY PURCHASING
DEPARTMENT
Edinburg, TX 78539-6243

Select Payment Method	
<input type="checkbox"/> Check Enclosed	
Card Provider _____	Exp Date _____
Card # _____	
Card Holder's Name _____	
Card Holder's Signature _____	

Remit Payment To:

American Institute of Architects - ACD Department
Lockbox 64499, Baltimore, MD 21264(E) docstechsupport@aia.org

Total Due: \$4,059.36
Amt Remitted: _____

Invoice Received By: MS on 2/17/15
Goods/Services Received By: MS on Jan - Dec 2015
1100-415-18-100-001-0-
Okay to pay MS/ab

8 3,749.00 P.O. 720224



PURCHASING DEPARTMENT
County Of Hidalgo

To: Ray Eufrazio, County Auditor
Hidalgo County Auditors

Date: April 17, 2015

From: Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing

Re: AIA (2009007373)

Attached is a copy of an invoice that needs to be proceed vendor only sends them through email on the invoice taxes are included Rocio has been trying to get a corrected invoice since March 2015 can this invoice be paid with including taxes the amount should be \$3,749.99 from P.O. 720224. This program is need for contracts.

If you have any questions please feel free to call me at (956)292-7000 ext 4853

Thanks

RECEIVED BY
COUNTY AUDITOR

APR 17 PM 4 13

Dear User,

Incident Details:

Incident ID	40711
Logged Time	Apr 15 2015 11:43AM Eastern Standard Time
Caller	rocio.villarreal
Symptom	fwd: attached, requested invoice
Description	<p>Can you please revise invoice by deducting taxes. I have attached the tax exemption certificate.</p> <p>Thank you.</p> <p>ROCIO VILLARREAL HIDALGO COUNTY PURCHASING DEPT. CONTRACTS MANAGER (956) 318-2626 Work (956) 292-7000 Ext. 4868 Work rocio.villarreal@co.hidalgo.tx.us</p> <p>2812 S. Business Hwy 281 Edinburg, Texas 78539</p> <p>From: "Rocio Villarreal" <rocio.villarreal@co.hidalgo.tx.us></p> <p>To: "DocsTechSupport" <DocsTechSupport@aia.org></p> <p>Sent: Wednesday, February 25, 2015 3:09:38 PM</p> <p>Subject: Re: Attached, requested invoice</p>

RECEIVED BY
COUNTY AUDITOR
2015 APR 17 PM 4 13

Can you please review invoice to deduct taxes, Hidalgo County is a government entity and do not pay any taxes.

Thank you.

ROCIO VILLARREAL

HIDALGO COUNTY PURCHASING DEPT.

CONTRACTS MANAGER

(956) 318-2626 Work

(956) 292-7000 Ext. 4868 Work

rocio.villarreal@co.hidalgo.tx.us

2812 S. Business Hwy 281

Edinburg, Texas 78539

From: "DocsTechSupport"
<DocsTechSupport@aia.org>

To: "rocio villarreal"
<rocio.villarreal@co.hidalgo.tx.us>

Sent: Wednesday, February 25, 2015 2:48:49 PM

Subject: Attached, requested invoice

For additional resources, please see our Knowledge Base at

<http://info.aia.org/knowledgebase/>.

Kind Regards,

Jonathan Pama

Associate, Contract Documents Technical Support

1735 New York Avenue NW

Washington DC 20006

Telephone: (800)942-7732

E-mail:

docstechsupport@aia.org

Status	New
Workgroup	ACD Docs Tech Support

Sent By: Jonathan Pama

D. AI-47977 Health and Human Services Dept. (1100):
Approve payment of 2015 Texas Indigent Health Care Association membership dues in the total amount of \$200.00, (req. 268734) with authority for County Treasurer to issue check after review and auditing procedures are completed by the County Auditor.

E. AI-47948 Purchasing Department (1100):
Approval to pay the following memberships for 2015 with authority for the County Treasurer to issue check after review, audit, and processing procedures are completed by the County Auditor.

1. Texas Public Purchasing Association - \$ 75.00 pending invoice req #268676
2. Texas Comptroller of Public - \$ 100.00 pending invoice req #268708
3. The American Institute of Architects - \$ 3,449.00 pending invoice req #268725

Note: Items still pending invoices but need approval for req #'s.

9. Urban County:

A. AI-47999 Request for approval of one (1) applicant in the Countywide area and one (1) applicant in the City of Mercedes under the Owner-Occupied Housing Rehabilitation Program.

10. Auditor's Office:

A. AI-47976 1. Pursuant to Local Government Code Sections 114.023-.025, requesting approval of Monthly Financial Report for the Month of November 2014.
2. Pursuant to Local Government Code Section 115.0035, requesting approval of the attached reports.

11. Budget & Management:

A. AI-47844 1. Approval of reimbursement in the amount of \$542,088.58 to Blue Cross Blue Shield Insurance Company for claims paid on behalf of Hidalgo County from 12/20/14 to 12/31/14.

12/20-26/14	\$365,939.83
12/27-31/14	\$176,148.75
TOTAL	\$542,088.58

2. Approval of wire transfer to cover claims paid.

B. AI-47945 Self-Insured (2202)

Requesting approval of reimbursement of Hidalgo County Workers' Comp. Claims paying account for claims paid by Tristar Risk Management for the period of 12/16/2014-12/31/2014 in the amount of \$30,362.56 and requesting approval of wire transfer.

12. Purchasing Dept:

Notes:

A. FOR ANY CONTRACTS(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

**AGENDA
HIDALGO COUNTY
COMMISSIONERS COURT MEETING
January 20, 2015
9:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held at Edinburg Council Chambers, 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. Roll Call
2. Pledge of Allegiance
3. Prayer
4. Approval of Consent Agenda – ALL APPROVED ✓
5. Open Forum – NAILY GARCIA (PCT. 4 COLONIA SAN CRISTOBAL); FERN McCLAUGHERTY, OPAL BILLMAN, GILBERTO SAENZ
6. County Judge's Office:
 - A. AI-48187 Resolution in honor of Robert L. Lozano on his appointment to the Board of Directors for the Federal Reserve Bank. – APPROVED
 - B. AI-48111 Proclamation Declaring January 2015 as National Human Trafficking Prevention Month – APPROVED
 - C. AI-48189 Discussion and update on RGV Day (FEB. 10TH) in Austin and Legislative Tour (THIS WEEK) – REPORT
 - D. AI-48077 Approval to appoint one Representative and one Alternate to the Amigos del Valle Board. – APPROVED COMM. EDDIE CANTU; ALTERNATE: PCT. 2 CHIEF OF STAFF
 - E. AI-47870 1. Presentation by the Hidalgo County Historical Commission. – REPORT
2. Approval of the appointment/reappointment of members to the Hidalgo County Historical Commission for the 2015-2016 term. – APPROVED (NEW APPOINTMENTS READ FOR THE RECORD; EXISTING MEMBERS RE-APPOINTED)
 - F. AI-48175 Discussion and possible action on Amendment to the Interlocal Agreement between Hidalgo County, City of Mission, and Mission TIRZ – NO ACTION
7. Executive Officer - Valde Guerra:
 - A. 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation." – APPROVED (SEE 23.D.)

2. Requesting engagement with the firm of PRESTON HENRICHSON (SEE 23.D.) for the "Provision of Legal Services/Representation in connection with Litigation" and authority to submit letter of engagement – APPROVED



Purchase Order COUNTY OF HIDALGO

PO# 720224

DATE: 01/27/15

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 284122

REQ: 00268725

PHONE: (800)942-7732

Fax: (202)879-3083

EMAIL:

SHIP TO: PURCHASING DEPARTMENT

2802 S. BUSINESS HWY 281
EDINBURG TX 78539

THE AMERICAN INSTITUTE OF ARCHITECTS
C/O LOCKBOX 64499
BALTIMORE MD 21264

CONTACT:

SITE: PURCHASING DEPARTMENT

CONTRACT NO:

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. Our 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		
		AGENDA ITEM 47948 DATE 1-20-15		
1.00	YEAR	LC AIA CONTRACT DOCUMENTS LICENSE RENEWAL FOR (5) LICENSE ROCIO VILLARREAL , LETICIA SAENZ, EVANGELINA GARCIA , DARLENE BETANCOURT AND MOISES SALAZAR	3,750.99	3,750.99
		TOTAL:		3,750.99
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		***** For Hidalgo County use only S-11.00-415-18-160-001-0-812		
			3,750.99	

Authorized by: Martha Salazar