

Echo Hotel Conference Center  
 1903 South Closner Blvd  
 Edinburg, TX 78539  
 956-383-3823

Echo Hotel Catering

**Hidalgo County**  
 2818 S. Business HWY 281  
 Edinburg, TX 78539

**Invoice**

**Event held on Tuesday, July 14, 2015**

51 Private Room Lobby Lunch Buffet PO#728449 @ 10.90 555.90

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	555.90	0.00	0.00	0.00	0.00	0.00	0.00	555.90
Service Charge	100.06	0.00	0.00	0.00	0.00	0.00	0.00	100.06
Total	655.96	0.00	0.00	0.00	0.00	0.00	0.00	655.96

Paid 0.00  
 Balance 655.96

Please remit the "Total Balance Due" within 3 days of the Event Date. Address all correspondences to Laura Mendieta, Sales Representative. Thank you for this opportunity to serve you.

PO # 728449

5-1100-413-30-125-004-0-630

INVOICE RECEIVED BY: Dickie So on 7/15/15  
 GOODS/SERVICES RECEIVED BY: Rocio Villarreal on 7/14/15

2015 JUL 16 PM 1 53

EDINBURG, TX 78539



# Purchase Order COUNTY OF HIDALGO

PO# 728449

DATE: 07/14/15

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 9741

REQ: 00280461

PHONE: (956)383-3823

EMAIL:

SHIP TO: EXECUTIVE OFFICE

2818 S BUSINESS HWY 281  
EDINBURG TX 78539

ECHO MOTOR HOTEL  
P. O. BOX 27  
EDINBURG TX 78540

CONTACT: Valde Guerra

(956)292-7025

SITE: EXECUTIVE OFFICE

CONTRACT NO:

SPECIAL INSTRUCTIONS: RX- 014

### VENDOR NOTES

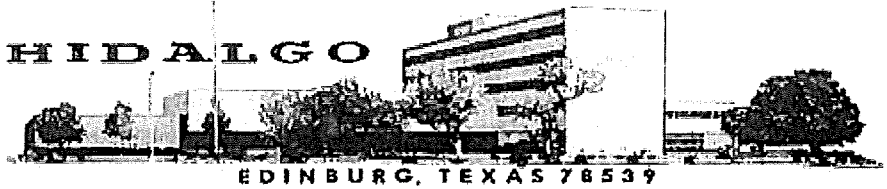
1. Do not add to, or alter this Purchase Order. This Order is not renewable.
  2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
  3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
  4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
- B. Payment will be made only for bona fide and full completed orders, unless otherwise stated.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1.00	EACH	EK Blanket PO for Stakeholders Luncheon Meeting for Final Supplemental of the Schematic Design for the new Court House FOR 7-14-15 AT ECHO RESTURANT	1,000.00	1,000.00
		TOTAL:		1,000.00
		as per Purchasing Dept. open PO needed for today's luncheon meeting ASAP. Rocio Villarreal/ Martha Salazar		
		***** For Hidalgo County use only 5-1100-413-30-125-004-D-630	1,000.00	

Authorized by: \_\_\_\_\_

*Martha Salazar*  
ms

# 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:** Unable to process invoice, please review the attached Meal Policy According to the Guidelines For Permitted Expenditures
- B.
2. Meals may not exceed \$10.00 per person or \$250.00 per event
- B.3.
- 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. TJERINA	RODOLFO DELGADO	J. R. "BOBBY" FLORES	ROSE GUERRA REYNA	JUAN R. PARTIDA	MARIO E. RAMIREZ JR.	NOE GONZALEZ	LETICIA LOPEZ	AIDA SALINAS FLORES
JUDGE, 82ND 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.

**HIDALGO COUNTY, TEXAS**  
**ACCOUNTING PROCEDURES MANUAL**

Procedure: M.I  
Page: 3 of 5  
Date Authorized: 08-05-2008  
Supersedes:

7:00 pm) in order to accommodate scheduling requirements, meals may be provided. Otherwise, only refreshments will be permitted.

- d. Examples include, but are not limited to:
- i. Commissioners Court meetings
  - ii. Commission/board/committee meetings.
  - iii. Business meetings relating to promotion of economic development, building community cooperation, or information gathering.
  - iv. Formal training sessions held for the purpose of instruction or dissemination of information to general public.

2. Meal, refreshments, and related costs specifically authorized in a Federal, state or local government contract or grant, and only to the extent and for the purposes authorized.

3. Beverages for the purpose of providing hydration (sports drinks containing electrolytes) for employees performing job tasks outdoors where they are exposed to hot or humid weather conditions. This includes employees performing road work.

*To conform to IRS regulations governing business expenses, the County will not reimburse costs to a County employee for non-travel meals, refreshments, and related costs when the reimbursement results in taxable income to the employee.*

**B. Guidelines for Permitted Expenditures**

The following guidelines should be followed when making permitted expenditures for non-travel meals, refreshments, and related costs:

1. Budget: The sponsoring department must have sufficient appropriations in their budget (object code 630 *Food*) for such events.
2. Reasonable Costs (including taxes and gratuity): Meals may not exceed \$10 per person or \$250 per event. Refreshments may not exceed \$3 per person or \$125 per event. The cost of related expenses may not exceed \$25.
3. Documentation Requirements: The following supporting documentation will be required for the County Auditor to process payment for non-travel meals, refreshments, and related expenses except when purchasing beverages pursuant to Section A.3. For this purpose, only a purchase order and an original itemized invoice or receipt will be required:
  - 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 whether meals or refreshments will be provided.
  - b. Original itemized invoice or receipt.
  - 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.
  - d. Written agenda.

TABULATION SHEET  
HIDALGO COUNTY  
"Publications of Non-Statutory Legal Ad's and/or Notices"  
RFSQ: 2014-079-06-26-MEG

*Internal Purposes only: Commodity Code: 915-71*

Non-Statutory Legal Ads														
Vendor's	The Monitor						The Advance							
Price per column/inch Monday-Saturday basis	\$ 17.60 per column per inch						\$ 6.50							
Price per column/inch Sunday	\$ 24.43 per column per inch						\$ n/a							
Online Posting fee	\$ 30.00						\$ 0.00							
	plus \$ 10.00 one time charge													
Please check off the days of the week the paper is Published	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	√	√	√	√	√	√	√				√			

*July 2014*  
*Comm's*  
*Court Action*  
*Sole Source*  
  
*Sole Source*