



Hidalgo County
Commissioners'
Court

Ramon Garcia
County Judge

A.C. Cuellar
Commissioner, Precinct 1

Eduardo "Eddie" Cantu
Commissioner, Precinct 2

Joe M. Flores
Commissioner, Precinct 3

Joseph Palacios
Commissioner, Precinct 4

Executive Office

Valde Guerra
Executive Officer

**Executive Office –
Safety Division**

Roy Quintanilha
Safety Director


9805 N. 10th St.
McAllen, Texas 78504

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To: Ms. Martha Salazar, Purchasing Agent
Purchasing Department

From: Rosie Luna, Adm. Asst. 
Safety Division

Date: June 29, 2015

Re: 2015 Fixed Assets Annual Inventory Report

I have reviewed the list of fixed assets forwarded by your department. In reviewing the list, I found several items that had been previously requested to be removed from our inventory still on the list. I am attaching the previous memo sent into Fixed Assets which was addressed to Ms. Agueda Garcia. Memo notes why the items are being requested to be removed from Safety Division's Fixed Asset List.

Once again, please be advised that asset numbers 43820, 43819, 44511, 44512, 44513 were computers purchased for Employee Benefits (Worker's Comp) and should not be on our list. Asset number 50272 was a computer purchased by Budget & Management and should not be on our list either. I have included a print out of the purchase order from ALIO as backup.

As stated on the memo from May 20, 2014, asset number 37909 is for a Haz Mat Modeling Software and asset number 38312 is for a User License Level 5 which were purchased back in 2002 by a previous administration. It is unclear whether the two stated items were purchased for a certain individual or for department usage. Our department as far as I know does not store or possess any software or license. It is unclear if the user license is still in effect or if software is being used within county. For that reason, we are asking item be removed from our fixed assets.

Should you have any questions or concerns, please contact our office.

cc: Agueda Garcia
Juan Alvarado
Omar Salinas



HIDALGO COUNTY PURCHASING DEPARTMENT
FIXED ASSET DIVISION
MACH & OFFICE EQUIP-INVENTORY LIST
AS OF JANUARY 31, 2015

[Annual Inventory Report]
 Ref: Ch. 11, Page 15 - Hidalgo Co 2015 Fixed Asset Policy & Procedures Manual
 This Inventory List is subject to Physical Inventories & Certifications.
 For questions, please contact the Purchasing Department
 Fixed Asset Division at 956-318-2626

Criteria: All items >= \$0.00 | Note: Items in this Report <= \$299.99 are for information Purposes Only.

Dept No	Department Name	Asset No	Asset Description	Acq Date	Serial No	Lic Plates	P.O. No	Qty	Historical Cost
115-001	DBM-Safety Division	47871	2001 FORD F-150 SUPER CAB unit 2	08/29/01	1FTRX17WX1NB98190	816-238	324456	1	18,683.22
115-001	DBM-Safety Division	47688	2003 FORD F150 - P/U unit 3	01/30/04	2FTRX17W84CA32308	866-081	522583	1	15,396.00
115-001	DBM-Safety Division	47689	2003 FORD F150 PICK UP unit 4	01/30/04	2FTRF17W64CA32309	866-080	522583	1	13,197.00
115-001	DBM-Safety Division	47868	2004 FORD F-150 - V6 PICK UP unit 5	03/31/04	2FTRF17204CA60670	870-045	527353	1	11,596.00
115-001	DBM-Safety Division	47869	2004 FORD F-150 - V6 PICK UP unit 6	03/31/04	2FTRF17224CA60671	870-044	527353	1	11,596.00
115-001	DBM-Safety Division	47870	2004 FORD F-150 - V6 PICK UP unit 7	03/31/04	2FTRF17244CA60669	870-502	527353	1	11,596.00
115-001	DBM-Safety Division	48261	2009 FORD F-150 PU TRUCK unit 9	12/23/08	1FTRX12W39KA17256	106-1950	603908	1	16,982.90
115-001	DBM-Safety Division	62569	aruba ap 205 wireless access point ex office conf.	01/27/15	CM0102406		715791	1	496.39
115-001	DBM-Safety Division	43820	BOOK PC BARE BONE SYST 2.4 Ghz	05/14/04			530092	1	1,287.50
115-001	DBM-Safety Division	43819	BOOK PC BARE BONE SYST-2.4 Ghz	05/14/04			530092	1	1,287.50
115-001	DBM-Safety Division	44511	BOOK PC BARE BONE SYSTEM	12/16/03			524480	1	1,458.00
115-001	DBM-Safety Division	44512	BOOK PC BARE BONE SYSTEM	12/16/03			524480	1	1,458.00
115-001	DBM-Safety Division	44513	BOOK PC BARE BONE SYSTEM	12/16/03			524480	1	1,458.00
115-001	DBM-Safety Division	56507	DELL OPTIPLEX 790 Rose	10/30/12	7WKMMV1		680421	1	918.08
115-001	DBM-Safety Division	56508	DELL OPTIPLEX 790 Mario	10/30/12	7WKNNV1		680421	1	918.08
115-001	DBM-Safety Division	56509	DELL OPTIPLEX 790 Aida	10/30/12	7WLJVV1		680421	1	918.08
115-001	DBM-Safety Division	56510	DELL OPTIPLEX 790 Rose	10/30/12	7WLKVV1		680421	1	918.08
115-001	DBM-Safety Division	56511	DELL OPTIPLEX 790 mardo	10/30/12	7WMNNV1		680421	1	918.08
115-001	DBM-Safety Division	56512	DELL OPTIPLEX 790 Sergio	10/30/12	7WLNVV1		680421	1	918.08
115-001	DBM-Safety Division	56513	DELL OPTIPLEX 790 storage	10/30/12	7WMJVV1		680421	1	918.08
115-001	DBM-Safety Division	56514	DELL OPTIPLEX 790 Dale	10/30/12	7WMKVV1		680421	1	918.08
115-001	DBM-Safety Division	56515	DELL OPTIPLEX 790 q	10/30/12	7WMMVV1		680421	1	918.08
115-001	DBM-Safety Division	56516	DELL OPTIPLEX 790 Pete	10/30/12	7WLMVV1		680421	1	918.08
115-001	DBM-Safety Division	54674	DELL OPTIPLEX 790 USFF-PC Larry	12/06/11	8YP8WR1		665888	1	1,159.50
115-001	DBM-Safety Division	50272	HP COMPAQ DC7900 ULTRA SLIM	10/27/09	MXL9120SMD		619236	1	615.00
115-001	DBM-Safety Division	48353	DELL LAPTOP D830 2.00 GHZ Sergio	09/02/08	GPTLVG1		605917	1	1,181.50
115-001	DBM-Safety Division	48354	DELL LAPTOP D830 2.00 GHZ base	09/02/08	6QTLVG1		605917	1	1,181.50
115-001	DBM-Safety Division	48355	DELL LAPTOP D830 2.00GHZ	09/02/08	4QTLVG1		605917	1	1,181.50
115-001	DBM-Safety Division	43687	DELL LATITUDE D810, LAPTOP mardo	08/09/05	FBQBV71		552685	1	1,903.34
115-001	DBM-Safety Division	38312	COMPWATCH 2-USER LAN LIC LEVELS	07/16/02				1	4,954.00
115-001	DBM-Safety Division	37909	HAZ MAT 2000 MODELING SOFTWARE	03/28/02	SA-2.0 SOFTWARE		351194	1	1,200.00
115-001	DBM-Safety Division	23487	I.B.M. WHEELWRITER 30 (CID) basic	08/20/91	11-RP825			1	956.00
115-001	DBM-Safety Division	37422	DESK - MAHOGANY LT PED Sergio	12/18/01			332383	1	544.28
115-001	DBM-Safety Division	22868	DESK - CHERRY WOOD q	08/31/90				1	945.00
115-001	DBM-Safety Division	37403	DOUBLE PED DESK Mario	12/18/01			334202	1	690.79
115-001	DBM-Safety Division	36494	DESK - HON MAHOGANY LT PED mardo	05/22/01				1	544.00
115-001	DBM-Safety Division	37859	DESK-MAHOGANY 10500 SERIES 66WX30L reme	02/12/02			337127	1	268.78
115-001	DBM-Safety Division	27254	HON METAL, WALNUT/SANDALWOOD Leahy	01/18/94			75552	1	555.00
115-001	DBM-Safety Division	28425	METAL, WALNUT- TROPIC SAND Pete	01/17/95			87582	1	590.00
115-001	DBM-Safety Division	35830	ANDERSON HICKEY, 5 DR LATERAL FILE Aida	02/27/98			245760	1	454.00
115-001	DBM-Safety Division	5388	FILE CABINET - HON 5 DRAWER LEGAL Lisa	07/09/73			2278F	1	128.00



**HIDALGO COUNTY PURCHASING DEPARTMENT
FIXED ASSET DIVISION
MACH & OFFICE EQUIP-INVENTORY LIST
AS OF JANUARY 31, 2015**

[Annual Inventory Report]
Ref. Ch. 11, Page 15 - Hidalgo Co 2015 Fixed Asset Policy & Procedures Manual
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For questions, please contact the Purchasing Department
Fixed Asset Division at 956-318-2626

Criteria: All items >= \$0.00 | Note: Items in this Report <= \$299.99 are for information Purposes Only.

Dept No	Department Name	Asset No	Asset Description	Acq Date	Serial No	Lic Plates	P.O. No	Qty	Historical Cost
115-001	DBM-Safety Division	14661	FILE CABINET- HON 2 DRAWER <i>Desk</i>	07/16/84			5060Z	1	141.04
115-001	DBM-Safety Division	27059	FILE CABINET-HON 4 DRAWER LETTER (PUTTY) <i>Desk</i>	10/11/93			73283	1	178.05
115-001	DBM-Safety Division	29103	FILE CABINET-HON LEGAL (SAND) <i>Desk</i>	04/28/95			90450	1	210.00
115-001	DBM-Safety Division	50325	HON 600 LATERAL FILE CABINET <i>File</i>	11/17/09			630181	1	816.64
115-001	DBM-Safety Division	50326	HON 600 LATERAL FILE CABINET <i>File</i>	11/17/09			630181	1	816.64
115-001	DBM-Safety Division	52136	HON FILE CABINET LAT 5DRW <i>Storage</i>	11/16/10			647530	1	816.64
115-001	DBM-Safety Division	33838	HON LATERAL FILING 700SERIES <i>Storage</i>	09/21/99			284532	1	478.00
115-001	DBM-Safety Division	27063	LATERAL, 5-DRAWER, METAL <i>File</i>	10/26/93			73198	1	765.00
115-001	DBM-Safety Division	37640	WOOD FILE CABINET AND TABLE <i>Mando</i>	01/29/02			338576	1	297.97
115-001	DBM-Safety Division	24100	ROUND TOP CONFERENCE TABLE <i>R</i>	12/03/91			54795	1	663.95
115-001	DBM-Safety Division	41975	HAND TRUCK DOLLY, 650 LBS <i>Desk</i>	12/01/09			630991	1	404.13
115-001	DBM-Safety Division	42511	HITACHI 27" TV/DVD/VCR COMBO <i>Lobby</i>	12/21/04			543220	1	500.44
115-001	DBM-Safety Division	53768	TV SHARP AQUOS LCD 42" <i>Breakroom</i>	08/16/11	LC-42D69V		660786	1	609.57
115-001	DBM-Safety Division	42197	EPSON POWERLITE 54C 2000 LUMENS	07/27/04	FG703X0108K		534905	1	1,531.99
115-001	DBM-Safety Division	43096	SHO-ME MINI - LIGHT BAR <i>Storage</i>	11/16/04			542228	1	520.00
115-001	DBM-Safety Division	43100	SHO-ME MINI-LIGHT BAR <i>Unit 9</i>	11/16/04			542294	1	520.00
115-001	DBM-Safety Division	49395	BABY ANNE CPR MANIKIN <i>Desk</i>	07/07/09			622676	1	403.30
Total									144,398.86
125-003	Exec Off-Safety Div	62567	2015 FORD EXPLORER SUV <i>Unit 8</i>	01/27/15	1FMJK1FT3FEF15281	119-1717	715078	1	31,394.00
125-003	Exec Off-Safety Div	61335	DELL 4320 PROJECTOR <i>Desk</i>	07/08/14	DP50NY1		709485	1	1,125.60
Total									32,519.60

END OF REPORT



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Mr. Roy Quintanilha, Director
Hidalgo County DBM-Safety Division
C/O Aida Alvarez, Administrative Assistant
2818 S. Business Hwy 281
Edinburg, Texas 78539

FROM: Martha L. Salazar, CPPB *mls*
Hidalgo County Purchasing Agent

DATE: June 15, 2015

SUBJECT: **2015 FIXED ASSETS ANNUAL INVENTORY REPORT**

We are providing you with an inventory list of all fixed assets (Machinery and Equipment) assigned to your department. The list includes items purchased as of January 31, 2015.

This list should be reviewed by a member of your staff to ensure that all items are properly located, and safeguarded.

Should any discrepancies be noted, please return a copy of the list indicating the corrections needed to be done such as proper description, and serial numbers. Copies of the transfer forms or invoices should be attached to the list.

This list is being provided for information and reference, and to maintain proper accountability of the assets under your custody. It can also be used as reference during internal audits, physical inventory verifications, transfers, and reporting purposes.

A copy of this report is available in MS Excel format upon request, by contacting the Purchasing Department Fixed Asset Division.

Should additional information be required, please do not hesitate in calling Agueda (Aggie) Garcia Fixed Asset Manager at 318-2626 extension 4873 or Juan M. Alvarado Assistant Fixed Asset Manager at extension 4870.

ATTACHMENTS



**Hidalgo County
Commissioners'**

Court

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County Judge

A.C. Cuellar
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To: Ms. Augeda Garcia
Purchasing Department

From: Rosie Luna 
Safety Division

Date: May 20, 2014

Re: Fixed Assets

Our department has reviewed the list of fixed assets forwarded by your department. There are several discrepancies that I would like to point out. Asset numbers 43819, 43820, 44105, 44511, 44512, 44513 were computers that were originally purchased for Workers Compensation Department and should not be part of our assets. Asset number 50272 was requisitioned by Budget Management Department and should not be on our asset list. Asset numbers 37909 and 38312 were purchased by the previous administration and are items that we have not been able to locate. Asset number 37909 is for Haz Mat Modeling Software and Asset number 38312 is for a User License Level 5. It is unsure whether the two stated items were purchased for a certain individual or if purchased was made for department usage. Our department as far as we know does not store or possess any software or license. It is unclear to us if the user license is still in effect or if software is being used within county. Asset number 43686 has been surplus since February of 2013. Our department has yet to received a copy of the executed document but I am attaching a copy of the submitted transfer form for your review.

For the reasons stated above, I am asking for above mentioned asset numbers to be removed from our fixed asset list. Should you have any questions or concerns, please contact our office.

cc: Juan Alvarado
Omar Salinas

PO Number 530092 Vendor No 230731
 PO Date 02-26-2004 Vendor Name S.J.S. COMPUTERS
 Requisition No 00045175 Address 521 LAUREL AVE
 Owner RMCLERK1 MCALLEN, TX 78501
 PO Type

PO Total 2,575.00
Payment Total 2,575.00

Detail		Header	Payment Info	Journals			
Line No	Ordered	Quantity Received	Canceled	Description	Unit Price	Amount	
1	2			CPU 2.4GHz	145.000	290.00	▲
2	2			Book PC Bare Bone System,Case,Motherboard,FDD,Sound,Modem,	200.000	400.00	
3	2			Memory 256MB DDR	45.000	90.00	
4	2			Hard disk drive 40GB IDE	61.000	122.00	↕
5	2			Monitor 15" LCD	310.000	620.00	↕
6	2			Window XP Pro	149.000	298.00	
7	2			Software McAfee	15.000	30.00	
8	2			Software Microsoft Office 2003	315.000	630.00	▼
9	1	0	0	INCREASE	95.000	95.00	▼
Total						2,575.00	
Account Number	Description	Amount	Amount Lig				
4-2202-419-50-230-014-0-745	CLAIMS SERVICING-COMPUTER EQUIPMENT	2,575.00	2,575.00				▲

PO Number 319236 Vendor No 283673
 PO Date 03-12-2009 Vendor Name HP DIRECT
 Requisition No 00150391 Address C10GM
 Owner AGARCIA 10810 FARNAM DRIVE
 PO Type OMAHA, NE 68154

PO Total 4,312.00
Payment Total 4,252.00

Detail		Header	Payment Info	Journals		
Line No	Ordered	Quantity Received	Canceled	Description	Unit Price	Amount
1	4			HP DMS59 DUAL HEAD CONNECTOR CABLE	23.000	92.00
2	8			HP L1750 17" MONITOR (2 FOR EACH COMPUTER)	220.000	1,760.00
3	4			KP722AV - HP COMPAQ DC7900 ULTRA SLIM DESKTOP	615.000	2,460.00
					Total	4,312.00
Account Number	Description	Amount	Amount Lig			
9-1100-415-14-115-001-0-665	DBM-BUDGET DIV-MINOR COMPUTER EQUIPMENT	2,460.00	2,460.00			
9-1100-415-14-115-001-0-601	DBM-BUDGET DIV-OFFICE & COMPUTER SUPPL	1,852.00	1,852.00			