

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

For faster processing of payment,
please resubmit invoice with this page
as the cover page. **DO NOT REMOVE
ANY PAGES ATTACHED.**

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: 02/11/2016

TO: MONICA BADILLO

DEPARTMENT: (125) EXECUTIVE OFFICE

FROM: ZORAIDA ESCAMILLA

PHONE: (956)-318-2511 ext 4621

REFERENCE: SUBWAY Invoice #39732

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #39732* 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:** Unable to process payment invoice exceeds the 10.00 per person and meeting is less than 2 hours according to the meal policy.

for OC
3/7/16

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

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SANCHEZ LETERRERO RODOLFO DELGADO J. R. "BOBBY" FLORES ROSE GUERRA REYNA JUAN R. PARTIDA MARIO E. RAMIREZ, JR. NOE GONZALEZ LETICIA LOPEZ AIDA SALINAS FLORES ISRAEL RAMON, JR. JESSE CONTRERAS
JUDGE, 92ND D.C. JUDGE, 93RD D.C. JUDGE, 139TH D.C. JUDGE, 205TH D.C. JUDGE, 275TH D.C. JUDGE, 332ND D.C. JUDGE, 370TH D.C. JUDGE, 389TH D.C. JUDGE, 398TH D.C. JUDGE, 430TH D.C. JUDGE, 449TH D.C. OVERSEER

(Cut here)

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 # _____

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.

RECEIVED BY
COUNTY AUDITOR
JAN 29 PM
2016
Revised 9/10/2009

Take out one minute drive
16 1/2 min drive to avoid a long wait



Item	Price
Standard Base SndPit	\$38.00
5 Chips	\$5.51
5 Bottled Carbonated Drink	\$9.00
Sub Total	\$52.51
General Sales Tax (8.25%)	\$4.31
Total (Fat In)	\$56.82
Cash	\$56.82
Change	\$0.00

Host Id: SPH20160121040849

Get a FREE Cookie
Take our short survey at www.tellsusubway.com and receive your reward

Store: #6216-0 | 956-380-2625
102 S. 2nd St.
1/21/2016 4:08:50 pm Trans #39732
Clerk: John

JOIN TODAY AND GET A FREE 6" SUB WITH PURCHASE OF A 30 oz DRINK

TEXT OFFERS TO 782929

OPT IN TO RECEIVE WEEKLY OFFERS FROM SUBWAY

P0737097

COPIES RECEIVED BY:
James M... on 1/22/16
Monica on 1/21/16

6-1100-415-50-125-0370-630

\$ 52.50

JMB



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

DEPARTMENT INFORMATION

Department: Hidalgo County Civil Service
 Department Contact Name: _____
 Contact Phone Number: _____

EVENT INFORMATION

Date: 1/21/2016 Start Time: 6:00 PM End Time: 6:20 PM

Duration: 0:20 Location: 208 W. Cano, Edinburg, TX 78539

Purpose of Event:
 Meeting Training Other: Civil Service Meeting
 (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 _____ + Lunch _____ + Dinner _____ = Total _____

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:	\$ 9.00	\$ -
Related Expenses:	\$ 5.50	\$ -
Total Event Expenses:	\$ 52.50	\$ -

(Please attach original receipts.)

2016 JAN 29 PM 1:00
 RECEIVED BY
 COUNTY AUDITOR

FUNDING

Purchase Order Number: 737097 Account Number: 6-1100-415-50-125-037-0-630

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.

Moira Badillo
 Name of Approving County Official/Department Head
 (Please Print)

Moira Badillo
 Signature of Approving County Official/Department Head

1/25/16
 Date



Purchase Order COUNTY OF HIDALGO

PO# 737097

DATE: 01/21/16

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 218723

REQ: 00291006

PHONE: (956)380-2625

EMAIL:

SHIP TO: EXECUTIVE OFFICE

2818 S BUSINESS HWY 281
EDINBURG TX 78539

SUBWAY

1721 E. UNIVERSITY DR.
EDINBURG TX 78539

CONTACT: Becky Gomez

(956)292-7655

SITE: EXECUTIVE OFFICE

CONTRACT NO:

SPECIAL INSTRUCTIONS: EK - 004

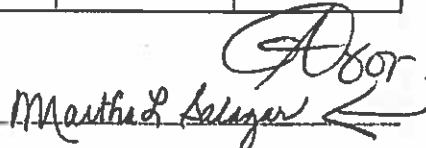
VENDOR NOTES

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
1.00	EACH	DO NOT DUPLICATE ORDER EX Open Purchase Order for purchase of food from vendor for year 2016- Civil Service Commission Meetings. Meetings are held on the second Thursday of each month or as needed. Located at 208 W. Cano Street, Edinburg, TX.	227.00	227.00
		TOTAL:		227.00
		***** For Hidalgo County use only 6-1100-415-50-125-037-0-630		

RECEIVED BY
 COUNTY AUDITOR
 2016 JAN 29 PM 1:00

Authorized by:


 Martha Salazar



**Hidalgo County
Civil Service
Commission**

COMMISSIONERS

Michelle "Mickie" Rabinovich

Aurora Villanreal Zamora

Jaime Ortiz

Mercedes S. Espinosa

Civil Service Attorney

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

Phone: 956-686-6490

Fax: 956-686-6491

www.espinosalawfirm.com

**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, JANUARY 21, 2016, 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 October 22, 2015;
- ITEM 4. Discussion, consideration and possible action regarding the adoption of revised examples of Prohibited Conduct currently found in Section 5.18 of the Hidalgo County Civil Service Commission Rules.
- ITEM 5. Discussion, consideration and/or possible action without hearing, consolidation, hearing setting, action on motion for continuance, and/or hearing on the following complaints/grievances;
 - 1115-S-C-011
 - 1115-ConstPct#2-D-012
 - 1115-ConstPct#3-D-010
- ITEM 6. 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 5;
- ITEM 7. Reconvene in open session;
- ITEM 8. Additional discussion and/or possible action on complaints/grievances listed on item 5;
- ITEM 9. Adjourn;

TO BE POSTED THIS 15TH DAY OF JANUARY 2016



HIDALGO COUNTY, TEXAS Civil Service Meeting

**Hidalgo County
Civil Service
Commission**

held on:

January 21, 2016
(month, date, year)

COMMISSIONERS

Michelle "Mickie" Rabinovich

Aurora Villarreal Zamora

Jaime Ortiz

Chairperson

Michelle Rabinovich

Vice-Chairperson

Aurora Villarreal

Commissioner

Jaime Ortiz

Mercedes S. Espinosa

Civil Service Attorney

Attorney

Mercedes S. Espinosa

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

Court Reporter

Hermelinda Solis

RECEIVED BY
COUNTY AUDITOR
2016 JAN 29 PM 1 01