

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: 03/24/2016

TO: Sandra DeLeon

DEPARTMENT: (110) COUNTY JUDGE

FROM: Olga Lydia Perez

PHONE: (956)-318-2511 ext 4631

REFERENCE: MORRISON HEALTHCARE Invoice #02/29/16

51965400513

THE FOLLOWING DOCUMENT (S), i.e. Invoice #02/29/16 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: This invoice will have to be submitted as a claim. The amount of the invoice exceeds the amount allowed by the non-travel meals policy. Refreshments may not exceed \$3. per person or \$125. per event (see attached).
- COMMENTS / RECOMMENDATION:

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

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY 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, 206TH 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

HIDALGO COUNTY, TEXAS
ACCOUNTING PROCEDURES MANUAL

Procedure: M.1
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.



Morrison Healthcare

DOCTORS HOSPITAL AT RENAISSANCE - WOMEN CENTER

INVOICE

S1965400513

Invoice Date: 02/29/2016	Attention: Mari Lumbreras
Remit To: Morrison Healthcare Address: P.O. Box 102289	Bill To: Doctors Hospital at Renaissance Address: 5501 South McColl
City / State: Atlanta GA 30368-2289	City / State: Edinburg TX 78539

Event			
Name	Mari Lumbreras	Date	02/29/2016
Number Served	30	Tax Amount	\$0.00
Description			

Item Name	Amount
Mari Lumbreras Catering 730am	\$210.93

Sub Total:	\$210.93
Tax:	\$0.00
Total Due:	\$210.93

Authorized by: Mari Lumbreras

Received on: 02/29/14

Payment is due upon receipt of Morrison's Invoice.

RECEIVED

Goods/services Received by: Maria Lumbreras on 2/29/14 ✓
 Invoice Received by: Maria Lumbreras on 2/29/14 ✓
 Purchase Order #: 740711
 Acct# 6-1100-413-00-110-006-0-630 ✓

FEB 29 2016

COUNTY JUDGE

[Signature] ✓

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 COUNTY JUDGE
 2016 MAR 24 PM 2:54

Reg# 295379

morrison healthcare



Name Of Group Mari Lumbreras Number attending _____

Requested by _____ Location _____ Phone# _____
(Dep Supervisor Approval)

Day _____ Date _____ Time _____

Meal Breakfast Lunch Dinner

Serving Style Buffet Continental Sit Down

Menu	Portion Served	Price	Extended Cost
Fruit	2	\$ 36.99	\$ 73.98
Beverages	30	\$ 0.99	\$ 29.70
Water	15	\$ 1.39	\$ 20.85
Pastry	60	\$ 0.99	\$ 59.40
Coffee	30	\$ 0.90	\$ 27.00
			\$ -
			\$ -
			\$ -
			\$ -
		Sub Total	\$ 210.93
		Labor 18%	\$ -
		Tax	\$ -
		Delivery/Fuel	\$ -
		Total	\$ 210.93

Department Number _____

Approved By _____

Date Approved _____

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 2016 MAR 24 PM 2:54



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

DEPARTMENT INFORMATION

Department: County Judge
 Department Contact Name: Sandra De Leon
 Contact Phone Number: 956-318-2600

EVENT INFORMATION

Date: 2/29/2016 Start Time: 9:00 AM End Time: 12:15 PM
 Duration: 3:15 Location: Edinburg Conferene Center at Renaissance

Purpose of Event:

Meeting Training Other: _____
 (Please explain.)

Attendees: (Please attach sign-in sheet)

County Employees 22 + Non-County Employees 16 = Total 38

Meals: (Meals may not exceed \$10.00 per person including taxes and gratuity or \$250.00 per event.)

Breakfast _____ + Lunch _____ + Dinner _____ = 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:	\$ 133.38	\$ -
Refreshments Expense:	\$ 77.55	\$ -
Related Expenses:	\$ -	\$ -
Total Event Expenses:	\$ 210.93	\$ -

(Please attach original receipts.)

FUNDING

Purchase Order Number: 740711 Account Number: 6-1100-413-00-110-006-0-630

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.

Erika Reyna
 Name of Approving County Official/Department Head
 (Please Print)

Signature of Approving County Official/Department Head

Date

3/24/16

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