



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

**DEPARTMENT INFORMATION**

Department: Civil Service  
 Department Contact Name: Hermelinda Solis  
 Contact Phone Number: 956-318-2660

**EVENT INFORMATION**

Date: 2/16/2017 Start Time: 5:30 PM End Time: 5:44 PM  
 Duration: 0:14 Location: 100 E. Cano, Edinburg, TX 78539

Purpose of Event:  
 Meeting  Training  Other: \_\_\_\_\_  
 (Please explain.)

Attendees: (Please attach sign-in sheet)  
 County Employees 1 + Non-County Employees 3 = Total 4

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.)

	<b>ACTUAL</b>	<b>ALLOWABLE</b>
Meals Expense:	\$ 38.00	\$ -
Refreshments Expense:	\$ 7.20	\$ -
Related Expenses:	\$ 4.40	\$ -
<b>Total Event Expenses:</b>	<b>\$ 49.60</b>	<b>\$ -</b>

(Please attach original receipts.)

**FUNDING**

Purchase Order Number: 754797 Account Number: 7-1100-415-50-125-037-0-630

**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.

M. Badillo  
 Name of Approving County Official/Department Head  
 (Please Print)  
Maria Badillo  
 Signature of Approving County Official/Department Head

2/24/17  
 Date





# HIDALGO COUNTY, TEXAS

## Civil Service Meeting

**Hidalgo County  
Civil Service  
Commission**

held on:

**February 16, 2017**  
(month, date, year)

### COMMISSIONERS

Michelle "Mickie" Rabinovich

Jaime Ortiz

Julian Ybarra Jr.

Chairperson

Michelle Rabinovich

Commissioner

Jaime Ortiz

Commissioner

Absent

Julian Ybarra Jr.

Mercedes S. Espinosa

Civil Service Attorney

Attorney

Mercedes S. Espinosa

County Operations

Administrator

Absent

Raul Silguero

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](http://www.espinosalawfirm.com)

Court Reporter

Hermelinda Solis



# Purchase Order COUNTY OF HIDALGO

PO# 754797

DATE: 01/12/17

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 218723

REQ: 00311056

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: FOOD

SPECIAL INSTRUCTIONS: EX-04

### VENDOR NOTES

1. Do not add to, or after 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.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

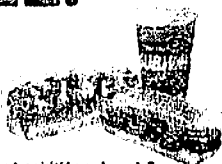
QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		Civil Service Meetings		
1.00	YEAR	EX Open Purchase Order for food vendor for 2017- Civil Service Meetings	100.00	100.00
		<b>TOTAL:</b>		100.00
		***** For Hidalgo County use only		
		7-1100-415-50-125-037-0-630	100.00	

Authorized by:

*Martha L. Salazar*

**FREE!**

**GET A  
FREE 6-INCH SUB  
WHEN YOU BUY A  
SUB AND DRINK!**



Extras and Deluxe options at additional cost.\*

**SUBWAY**

HUNGRY. Not ID FRUSTRATED.

02/17/17 - 02/20/17

\*Free sub excludes extras and deluxe options. Not valid on Sub Marine or the Veg. Free applicable tax. No cash value. Free sub good per customer purchase. Coupons must be presented. May not be combined with other offers. Coupon void where prohibited. Void if transferred, sold, bartered, reproduced, purchased, or otherwise prohibited. SUBWAY is a registered trademark of Subway IP Inc. © 2017 Subway IP Inc.

Harlingen, Weslaco, McAllen, Brownsville and  
surrounding areas. (HKT #138)

Subway#24866-0 Phone 956-383-7555  
1721 E University Dr  
Edinburg, Texas, 78542

Served by: Roxana 2/16/2017 4:42:55 pm  
Term ID-Trans# 1/A-146963

Qty	Size	Item	Price
1		Subway Fresh Fit SndPlt	38.00
4		Chips	4.40
4		Bottled Carbonated Drink	7.20
Sub Total			49.60
Tax Exemption			executive office
Total (Eat In)			49.60
Catering Center			49.60
Change			0.00

Host Order ID: SPM20170216044255

Thanks for visiting Subway. Please let us know how we did today by taking our 1 minute survey at [www.tellsubway.com](http://www.tellsubway.com)

VALIDATION CODE: \_\_\_\_\_

To redeem, write your validation code above and bring this receipt back to the SUBWAY® Restaurant where you were served. \*See online for details.

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Take our one minute survey  
within 3 days of your visit at  
**tellsubway.com**  
and receive your reward.

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