

COUNTY of HIDALGO

RECEIVED

AUG - 1 2019

COUNTY JUDGE

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

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: 08/01/2019

TO: Sandra De Leon

DEPARTMENT: (110) COUNTY JUDGE

FROM: Sonia Molina

PHONE: (956)-318-2511 ext 4627

REFERENCE: LA MEXICANA BAKERY Invoice #29880

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #29880* 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: Good Morning Sandra,

As per our conversation over the phone, I am sending this invoice back to your department. Per the Food Policy requirements at least one non-county employee must be in attendance in order to approve payment processing. May you have any additional questions please feel free to contact me. Thank you

COMMENTS / RECOMMENDATION:

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



HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR JUDGE, 92ND D.C.	RODOLFO DELGADO JUDGE, 93RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139TH D.C.	ROSE GUERRA REYNA JUDGE, 206TH D.C.	JUAN R. PARTIDA JUDGE, 275TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C.	NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389TH D.C.	AIDA SALINAS FLORES JUDGE, 398TH D.C.
--	-------------------------------------	---	--	--------------------------------------	--	---	------------------------------------	--

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

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: 08/01/2019

TO: Sandra De Leon

DEPARTMENT: (110) COUNTY JUDGE

FROM: Sonia Molina

PHONE: (956)-318-2511 ext 4627

REFERENCE: LA MEXICANA BAKERY Invoice #29880

THE FOLLOWING DOCUMENT (S), i.e. **Invoice #29880** 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: Good Morning Sandra,

As per our conversation over the phone, I am sending this invoice back to your department. Per the Food Policy requirements at least one non-county employee must be in attendance in order to approve payment processing. May you have any additional questions please feel free to contact me. Thank you

COMMENTS / RECOMMENDATION:

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



HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C.	RODOLFO DELGADO JUDGE, 93RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139TH D.C.	ROSE GUERRA REYNA JUDGE, 206TH D.C.	JUAN R. PARTIDA JUDGE, 275TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C.	NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389TH D.C.	AIDA SALINAS FLORES JUDGE, 398TH D.C.
---	-------------------------------------	---	--	--------------------------------------	--	---	------------------------------------	--

DEPARTMENT NAME

Hidalgo County Judge's Office

Assistant A/P Auditor Signature:

INVOICE SUMMARY COVER SHEET

BUDGET ACCOUNT NUMBER:

9-1100-413-00-110-006-0

DATE SUBMITTED TO CUNTY AUDITORS

07/25/19

Date Paid

	VENDOR NAME	OBJ. NO.	PURCHASE ORDER NO.	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	AUDITOR'S REMARKS	
1	Jason's Deli	630	802256	7/25/2019	9089035033	\$ 24.78		
2								
3	La Mexicana	630	802257	7/25/2019	29880	\$ 25.00		
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
TOTAL NUMBER OF INVOICES ATTACHED:						2	\$ 49.78	TOTAL COVER SHEET AMOUNT

PREPARED BY:

Sandra C. De Leon

Sandra C. De Leon

RECEIVED BY
DATE
2019 JUL 25 PM 4:11
COUNTY AUDITOR

Erika Reyna
Erika Reyna, Asst. Chief of Staff



**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: 7/25/2019 Start Time: 9:00 AM End Time: 11:20 AM

Duration: 2:20 Location: Commissioners Courtroom

Purpose of Event:

Meeting Training Other: Census County Departments Committee Mtg
(Please explain.)

Attendees: *(Please attach sign-in sheet)*

County Employees 35 + Non-County Employees 0 = Total 35

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:	\$ -	\$ -
Refreshments Expense:	\$ 49.78	\$ 49.78
Related Expenses:	\$ -	\$ -
Total Event Expenses:	\$ 49.78	\$ 49.78

(Please attach original receipts.)

FUNDING

Purchase Order Number: 802256/802257 Account Number: 9-1100-413-00-110-006-0630

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 _____

RECEIVED BY
 COUNTY AUDITOR
 9 JUL 25 PM 4:11

Invoice:

Date Order Placed: 7/24/2019
Delivery Date Time: **7/25/2019** 8:00 AM
Deliver To: 100 E Cano
Edinburg, TX (No Zip Co)
Driver's Name:
Delivery Instructions:
Customer PO #:
Ordered By: Deleon, Sandra (956) 318-2600



Invoice Number: 9089035033

Payment Instructions
At End of Page
www.jasonsdeli.com

Hidalgo County Health Department (CN: 2034)
Attn: Deleon, Sandra
Administration Department
1304 S. 25th
Edinburg, T
same
, TX

Edinburg
1618 W University Dr
Edinburg, TX 78539

Customer Name: Hidalgo County Health Department

Menu Items Purchased:

Quantity	Item	Description	Each	Amount
2	COFFEE ~12	Jason's Java 10-12	12.39	24.78
1	Utensils (1 Utensils) Options:	Plates, Forks, Napkins (1 Utensils) No Plates Forks & Napkins	0.00	0.00

Goods/services Received by:
Martin Carrasco on 7/25/19
Invoice Received by:
Martin Carrasco on 7/25/19
Purchase Order #: 802256
Acct# 9-1100-413-00-110-006-0-630
[Signature] Please initial tip _____

RECEIVED BY
COUNTY AUDITOR
2019 JUL 25 PM

Subtotal	\$24.78
Tax	\$0.00
Delivery Fee	\$0.00
Order Total	\$24.78
Added Tip	
Grand Total	

Customer Signature

Printed Name

Actual Delivery Time
(Customer enter # & initial)

Thank you for being a Jason's Deli Customer

Due upon receipt --- Please detach and return

Payment Method:

Corporate Account

Charged Amount Due \$24.78

Site: Edinburg
Date: 7/25/2019
Invoice #: 9089035033
Customer PO #:
Customer Account No.2034

Please pay from this invoice.
Send your payment to: Jason's Deli
6000 S. Staples Ste. 300
Corpus Christi, Tx 78413

Call In Order

Deleon, Sandra
(956) 318-2600
Customer Visits: 14

Promise Time: 8:00 AM

Jason's Deli #629
1618 W University Dr

Deleon, Sandra

Host: TERM6 07/25/2019
Cashier: Alondra
Deleon, Sandra 8:16 AM
170003

Order Type: Pick Up

Jason's Java 10-12 (2 @12.39) 24.78
Plates, Forks, Napkins (1 Utensils) 0.00
@ 0.00 per Utensils (MAN WT)
No Plates Forks & Napkins

Subtotal 24.78
Tax Exempt #HIDALGO COUNTY 0.00

Pick Up Total 24.78

ACCT RCVBL # 24.78

Please tell us if we
made you Happy!
www.JasonsdeliFeedback.com
Enter Deli Number:629
Or call us - (409) 241-7266



RECEIVED BY
COUNTY AUDITOR
2019 JUL 25 PM 4:11

LA MEXICANA BAKERY & CAKE SHOP

723 E. Sprague
Edinburg, TX
Ph. 380-0227

512 N. Broadway
Elsa, TX
Ph. 262-1061

207 S 8th St.
Donna, TX
Ph. 461-2574

Name: Hidalgo County Pick-Up Day: Thurs
Phone: 378-2600 Date: July 25, 2019
Occasion: Sandra Time: 8:00

PRICE

Individual Cup Cakes _____
Cup Cake Cake _____ 25.00
Size: 24 _____ 48 _____ 72 _____ 100 _____

Flavor: White _____ Chocolate _____ 1/2 W - 1/2C _____

Filling: Strawberry _____ Pineapple _____ Babarian _____

Deco: Roses _____ Flowers _____ Balloons _____

Edible _____ Decoration _____

Color _____

Writing 50 pc pandulce (25-empanadas)
10-donuts
10-Cinnamon rolls
5-molletes

Tier Cakes _____ Servings _____

16" _____ 14" _____ 12" _____ 10" _____ 8" _____ 6" _____

Style _____

Colors _____

Delivery _____

Dep. on Tiers _____

All plates & tiers must be returned Pan de Polvo _____
clean or \$5.00 will be charged.

P.O.# 802257
No 29880

TOTAL 25.00
Deposit 0.00
Balance 25.00

Approval Signature: _____

Date Ordered: _____



Thank you

RECEIVED BY
COUNTY AUDITOR
2019 JUL 25 PM 4: 12

Goods/services Received by: Martin Carrasco on 7/25/19
Invoice Received by: Martin Carrasco on 7/25/19
Purchase Order #: 802257
Acct# 9-1100-413-00-110-006-0-630

[Handwritten signature]



2020 Census Hidalgo County Departments Committee Agenda



Commissioners Court Room
July 25, 2019
9:00 a.m.

- Welcome by Judge Richard F. Cortez
- Introductions
- Census Initiative Overview
- Next Steps and Pledge
- Comments and Questions
- Adjourn

RECEIVED BY
COUNTY AUDITOR
2019 JUL 25 PM 4: 12

United We Count, Unidos Contamos!



2020 Census Hidalgo County Departments Committee Meeting

Hidalgo County Commissioners Court Room

July 25, 2019

9:00 AM

Name	Phone	Entity	E-mail
Roger Arredondo	956 587 6143	Hidalgo County CSCD	roger.arredondo@hidalgocountycsd.org
Homeno Garza	(956) 929-6497	Hidalgo County Fire Marshal	homeno.garza@co.hidalgo.tx.us
Melanie Cruzman	292-7015 956-207-0129	Hidalgo County JP 5-1	melanie.guzman@ co.hidalgo.tx.us
Jerry Munoz	683 5596	JP Pct 2 P12	jaimemunoz@aol.com
Clarissa Ramirez	381-4646	WIC Program	Clarissa.ramirez@wic.co.hidalgo.tx.us
Bianca A. Castilla	381-4646	Hidalgo County WIC Program	bianca.castilla@wic.co.hidalgo.tx.us
Gabriel Castañeda	383 8114	H.C. Sheriff's Office	gabriel.castaneda@hidalgoso.org
JERRY LOPEZ	289-0448	HIDALGO COUNTY SHERIFF	jerry.lopez@hidalgoso.org
Dr. Jennifer Mendoza Culbertson	383 3712	Pct. 4	jennifer.mendoza@co.hidalgo.tx.us

RECEIVED BY

2019 JUL 25 PM 4:12

COUNTY AUDITOR



2020 Census Hidalgo County Departments Committee Meeting

Hidalgo County Commissioners Court Room

July 25, 2019

9:00 AM

Name	Phone	Entity	E-mail
Corey Villarreal	968-0707	JP 1-2 - Jesus Morales	Corey.Villarreal@co.hidalgo.tx.us
Guillermo Palacios	383-6240	Community Service Agency	guillermo.palacios@co.hidalgo.tx.us
DAVID GUEZ	383-0706	HC HEAD START PRGM.	david.guel@helisp.org
Dana Rodriguez	581 581-2124	JP 3-2 - Judge JS Pena	dana.rodriguez@co.hidalgo.tx.us
YVONNE RAMÓN	318 2570	Elections	yvonne.ramon@co.hidalgo.tx.us
Belinda Sagredo	318-2570	Elections	Belinda.Sagredo@co.hidalgo.tx.us
Hilda Salinas	318-2570	Election	hilda.a.salinas@co.hidalgo.tx.us
Diana R. Serna	787-8127	URBAN COUNTY	diana.serna@co.hidalgo.tx.us
A. J. R. Gaitan	787-8560	Constable Pct 4	atamaciagaita@co.hidalgo.tx.us

RECEIVED BY

2019 JUL 25 PM 4:12
COUNTY AUDITOR



2020 Census Hidalgo County Departments Committee Meeting

Hidalgo County Commissioners Court Room

July 25, 2019

9:00 AM

Name	Phone	Entity	E-mail
Pepe Cabeza de Vaca	(956) 968-8733	PCT 1	jose.ubezandevaca@co.hidalgo.tx.us
Ricardo Saldivia	956 318-2015	HPCCM	Ricardo-Saldivia@co.hidalgo.tx.us
Jorge Garcia	(956) 318-2840	H.C. Planning DEPT	jorge.garcia@co.hidalgo.tx.us
Virgimia Jones		Co Judge	
Ricardo Salinas	956-383-6221	Health & Human Services	ricardo.salinas@hchd.org
Heraldo Sanchez	956 383-8560	Hidalgo County Constable Pct. 4	heraldo.sanchez@co.hidalgo.tx.us
Ricardo Contreras	956/284-7804	Dist. Clerk's Office	ricardo.contreras@co.hidalgo.tx.us
Freddy Garza	956-318-2840	H.C. Planning Dept	fernando.garza@co.hidalgo.tx.us
Ruben Presas	956-318-2840	H.C. Planning Dept	ruben.presas@co.hidalgo.tx.us

RECEIVED BY
 COUNTY AUDITOR
 JUL 25 PM 4:12
 2019



2020 Census Hidalgo County Departments Committee Meeting

Hidalgo County Commissioners Court Room

July 25, 2019

9:00 AM

Name	Phone	Entity	E-mail
Merlen Muñoz	292-7625 Ext 5403	HC DBM	merlen.munoz@co.hidalgo.tx.us
Crystal Puente	289-7455	HC Tax Office	crystal.puente@hidalgo countytax.org
Julio Espinosa	289-7466	HC Tax Office	julio.espinosa@hidalgo countytax.org
Jaime Saiz	292-7680	HCOO1	JAIME.SAIZ@hcdh1.org
Julia Sullivan		PA	
Evana Vleck		PA	Evana.Vleck@co.hidalgo.tx.us
Nestor Lopez		Co. Judge	
Erika Reyna		Co. Judge	

RECEIVED BY
COUNTY AUDITOR
2019 JUL 25 PM 4:12