

Requisition

Req # 00417544

PO # 818688

Date: 06/29/20

Bill To:

Vendor: 430579  
MUNOZ, JAIME JERRY  
C/O JP PCT 2 PL 2

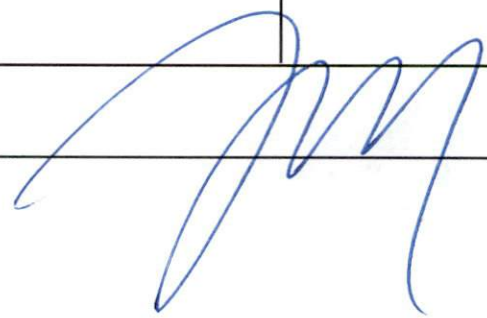
Ship To: JP PCT 2, PL 2  
122 E. PARK AVE  
PHARR TX 78577

Contract No: EXEMPT  
Special Instructions:

Contact: I. RODRIGUEZ  
956-787-1986

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
10.00	EACH	AI#74884 CC 03/24/20 LGC 262.024 (2) PURCHASE RELATED TO COVID-19 DO NOT DUPLICATE ORDER EX ACRYLIC SHIELDS	65.00	650.00
		Account No _____	Encumbrance	
		0-1100-412-00-064-001-0-610	650.00	
			Freight	.00
			Total	650.00

Authorized By: \_\_\_\_\_



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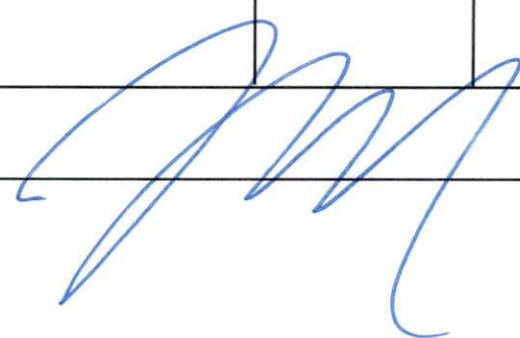
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QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
10.00	EACH	DO NOT DUPLICATE ORDER CO ACRYLIC SHIELDS	65.00	650.00
		Account No _____	Encumbrance	
		0-1100-412-00-064-001-0-610	650.00	
			Freight	.00
			Total	650.00

Authorized By: \_\_\_\_\_



# RECEIPT

No. 253365

DATE 5-27-2020

FROM Jaime J. Munoz

\$650.00

Six hundred fifty <sup>00</sup> DOLLARS

FOR RENT  
 FOR Acrylic Shields

ACCT.	<input checked="" type="checkbox"/>	<input type="checkbox"/> CASH
PAID	<u>650.00</u>	<input checked="" type="checkbox"/> CHECK
DUE	<input checked="" type="checkbox"/>	<input type="checkbox"/> MONEY ORDER
		<input type="checkbox"/> CREDIT CARD

FROM [Signature] TO \_\_\_\_\_  
BY \_\_\_\_\_

A-1152  
T-4161

#956 715 8223

HIDALGO COUNTY AUDITOR'S OFFICE  
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS  
COUNTY OF HIDALGO

I, Jaime J. Muñoz, do hereby state that the item(s) listed on the invoice(s) named below

PURCHASER'S NAME  
were purchased for the exclusive use of Hidalgo County:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
	<u>5-27-2020</u>	<u>650.00</u>	<u>Leticia Nguyen</u>
<b>TOTAL</b>		<u>650.00</u>	

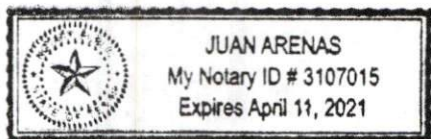
I further state that I was authorized to make such a purchase(s).

I therefore request payment of this invoice from Hidalgo County and that payment be made payable to Jaime J. Muñoz.

SIGNATURE: [Signature]

TITLE: JP 242  
PERSON MAKING PURCHASE

Before me Jaime J. Muñoz, a Notary Public, appeared Jaime J. Muñoz and on his\_ oath depose and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. He X / S\_ further stated he X / s\_ requested payment of the same.



(SEAL)

[Signature]  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

[Signature] Count Coordinator  
APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

## FORM 213 - Resource Request

<b>1. Incident Name</b>	COVID-19			
<b>2. To</b>	RICARDO SALDANA			
<b>3. From</b>	JAIME J MUNOZ			
<b>4. Message:</b>	Emergency Purchase Notification	<b>5. Date</b>	5/27/20	<b>6. Time</b>

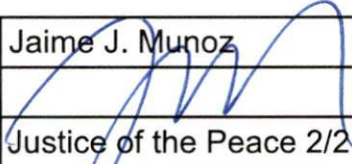
**7. State the reason for your emergency request**

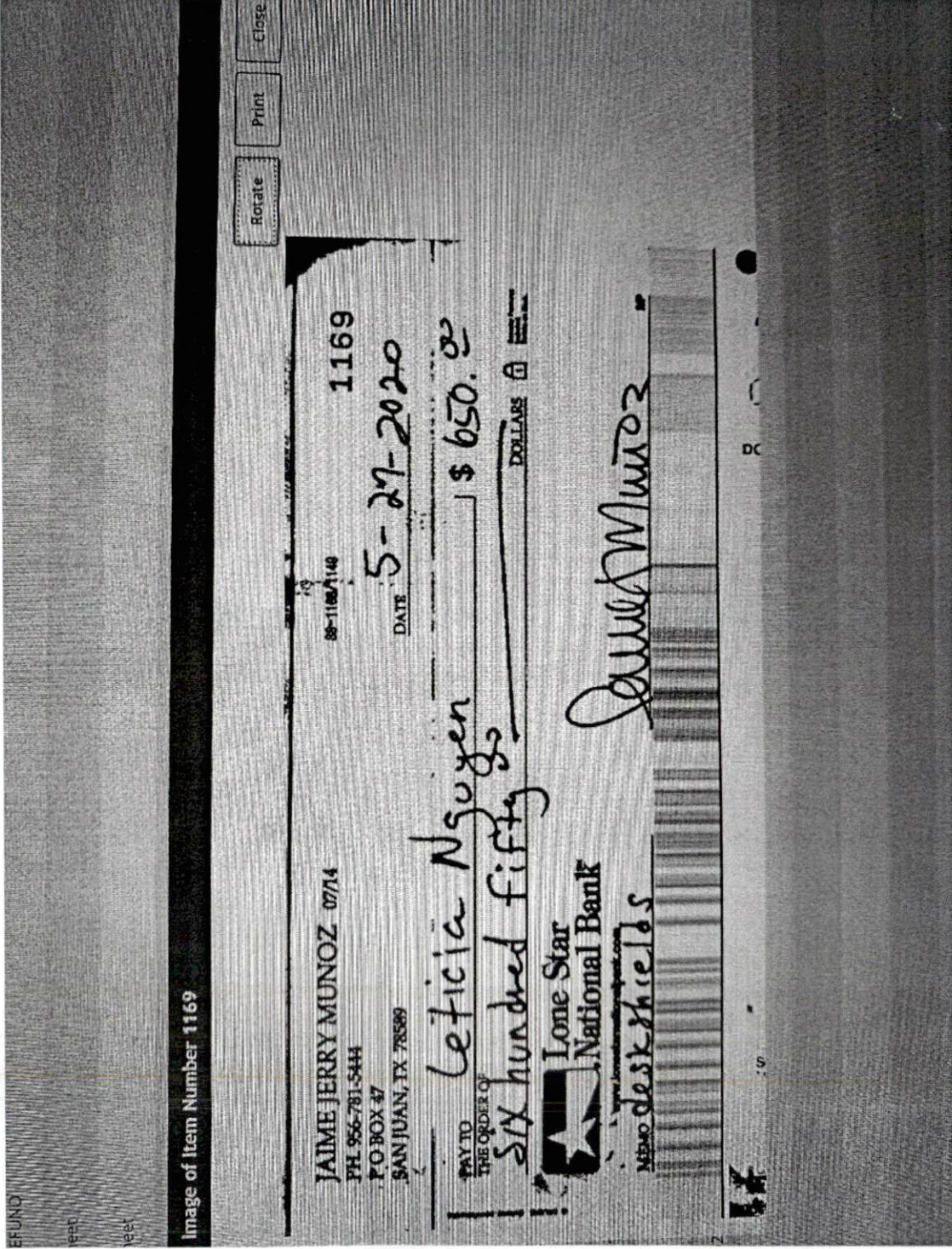
Due to the Covid-19 situation, it was necessary to purchase barriers to use during normal operations of the Justice Court 2/2. The barriers are used to protect both staff and constituents. I requested the barriers from the County, but was told none were available. Fortunately, I found a vendor selling self standing acrylic barriers

**8. List and describe the items and quantities (supplies/resources) being requested to procure**

I purchased ten (10) self standing acrylic barriers. They are installed in the courtroom and are used to protect staff and constituents. The barriers were acquired at a cost of \$65.00 (each) X 10 = \$650.00. The purchase was necessary to continue all JP 2/2 operations.

**9. Acknowledged by**

<b>Name</b>	Jaime J. Munoz
<b>Signature</b>	
<b>Position/Title</b>	Justice of the Peace 2/2
<b>Date</b>	6-25-2020







Irene Rodriguez <irene.rodriguez@co.hidalgo.tx.us>

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## Fwd: Message from "RNP5838791171DD"

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**Martha Salazar** <martha.salazar@co.hidalgo.tx.us>

Thu, Jul 9, 2020 at 1:54 PM

To: Irene Rodriguez <irene.rodriguez@co.hidalgo.tx.us>, "garcia, rogelio" <rogelio.garcia@co.hidalgo.tx.us>, Arcilia Duran <Arcilia.duran@auditors.co.hidalgo.tx.us>, "Chavez, Letty" <letty.chavez@auditor.co.hidalgo.tx.us>, "Fong, Linda" <linda.fong@auditor.co.hidalgo.tx.us>, "trevino, dina" <dina.trevino@co.hidalgo.tx.us>

Cc: "solis, russell" <russell.solis@co.hidalgo.tx.us>, "Morales, Damaris" <damaris.morales@co.hidalgo.tx.us>

Madam Auditor, Ms. Chavez & Fong:

Hon. Judge Jaime Munoz was unable to receive framed/self standing plexiglass shields ordered by HC as a result of the Tx Supreme Court and the Tx Office of Court Administration for local judiciary to prepare to open courthouse and outlying courts for the resumption of functions. On, June 4, 2020, Hon. Noe Gonzalez, Presiding Judge of the 370 State District Court and Local Administrative Judge for the HC Board of Judges authored a COBID-19 Operating Plan for the HC Judiciary. The plan required free standing plexiglass metal frames for as many courts as possible for the initial opening and operation of the courts. However, due to the numbers required and local vendors unable to meet the demand, not all courts were able to get these items.

In anticipation of the shortfall, Hon. Judge Jaime Munoz was able to secure free standing acrylic barriers for his court's operations. He personally purchased the items due to the urgent and necessary need to protect both staff and public from the COVID-19 threat.

Due to the circumstances provided herein, I am going to accept the Requisition submitted by the Hon. Jaime Munoz for the reimbursement of the urgent and necessary expenses.

I respectfully request your concurrence and ask that you respond.

God Bless and Stay Safe

**Martha L. Salazar**

Hidalgo County Purchasing Director

2802 S. Business Hwy 281 | Edinburg, TX 78539

----- Forwarded message -----

From: <Purchasing@co.hidalgo.tx.us>

Date: Thu, Jul 9, 2020 at 1:25 PM

Subject: Message from "RNP5838791171DD"

To: Martha Salazar <martha.salazar@co.hidalgo.tx.us>

This E-mail was sent from "RNP5838791171DD" (MP C4504ex).

Scan Date: 07.09.2020 13:22:01 (-0500)

Queries to: [Purchasing@co.hidalgo.tx.us](mailto:Purchasing@co.hidalgo.tx.us)



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