

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, RUBY JEAN AYALA, 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, using my personal funds:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
6798453	2/24/2025	275.00	ACADEMY OF NUTRITION AND DIETETICS
TOTAL		275.00	

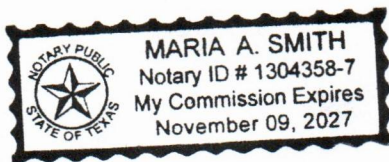
I further state that I was authorized to make such a purchase(s).

I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

SIGNATURE: *Ruby Jean Ayala*
TITLE: REGISTERED DIETITIAN II
PERSON MAKING PURCHASE

Before me, Maria A Smith, a Notary Public, appeared
April 4, 2025 and on he/she oath deposed and stated that the foregoing facts as set forth
in the above request for expense reimbursement are true and correct in every respect. He/She
further stated he/she requested payment of the same.

(SEAL)



Maria A. Smith
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Claudia J
APPROVAL: DEPARTMENT HEAD

APPROVAL: COUNTY AUDITOR

**TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES
TO ASSOCIATIONS OTHER THAN THE TEXAS ASSOCIATION OF COUNTIES**

**THE STATE OF TEXAS
COUNTY OF HIDALGO**

I, RUBY JEAN AYALA, do hereby state that membership in the ACADEMY OF NUTRITION AND DIETETICS, and dues to be paid to the association, serve to accomplish one or more of the following County purposes:

- To obtain statutorily required continuing professional education.
- To obtain continuing education necessary to maintain a license or certification.
- To access the association or organization's programs, services, and activities in order to strengthen professional skills and keep up-to-date on developments related to the Department's primary business activities:
 - Publications
 - Periodicals
 - Training
 - Annual Conference
 - Award Programs
 - Representation
 - Technical Inquiry Services

FOR STATEWIDE ASSOCIATIONS ONLY

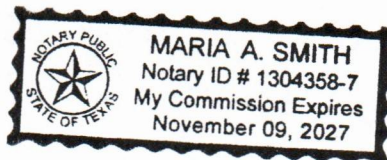
I further state that Not Applicable is a statewide association with a minimum membership of at least 25 percent of eligible political subdivisions.

SIGNATURE: *Ruby Jean Ayala*
TITLE: REGISTERED DIETITIAN II

DATE: 4/4/25

Before me Maria A. Smith, a Notary Public, appeared April 4, 2025, and on his/her oath depose and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(S E A L)



Maria A. Smith
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT: LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES: GC § 305.026

COUNTY AUDITOR'S FORM: RE-CA-041B
REVISED: 12-2012



Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Fwd: AND Membership Receipt

Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Wed, Mar 12, 2025 at 11:25 AM

To: Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>

Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>, Azael Munoz <azael.munoz@wic.co.hidalgo.tx.us>, Letty Chavez <letty.chavez@auditor.co.hidalgo.tx.us>, Roy Gonzalez <roy.gonzalez@auditor.co.hidalgo.tx.us>

Good morning Minerva,

We have an employee who is seeking reimbursement for their membership to the Academy of Nutrition and Dietetics. The employee was advised to pay for the membership directly, rather than submitting it through the new Non-Travel Request process, due to a tight payment deadline. The State Agency has already confirmed that this is an allowable expense. Can we reimburse the employee for this expense?

Let us know at your earliest convenience, how we should proceed.

Respectfully,

Esmeralda Medina

Division Manager, Grants Accounting
Hidalgo County WIC
3105 W. University Dr.
Edinburg, TX 78539

(956) 381-4646 Ext:4043

[Esmeralda.medina@wic.co.hidalgo.tx.us](mailto:esmeralda.medina@wic.co.hidalgo.tx.us)

[Quoted text hidden]



Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Fwd: AND Membership Receipt

Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>

Thu, Mar 20, 2025 at 6:37 PM

To: Reynaldo Cantu <reynaldo.cantu@auditor.co.hidalgo.tx.us>

Cc: Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>, Roy Gonzalez <roy.gonzalez@auditor.co.hidalgo.tx.us>

Rey,

Esmer is asking for guidance on how to proceed since they did not follow purchasing procedures for the membership fee; please advise-see email below.

[Quoted text hidden]

--

Minerva Diaz

Grants Accounting Supervisor

Hidalgo County Auditor's Office

[2808 S. Business HWY 281](#)

[Edinburg, TX 78539](#)

Phone (956) 318-2511 Ext. 4675

Fax (956) 318-2577

minerva.diaz@auditor.co.hidalgo.tx.us



Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Fwd: AND Membership Receipt

Reynaldo Cantu <reynaldo.cantu@auditor.co.hidalgo.tx.us>

Wed, Mar 26, 2025 at 8:44 AM

To: Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>

Cc: Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>, Roy Gonzalez <roy.gonzalez@auditor.co.hidalgo.tx.us>

Good morning Minerva,

The Membership reimbursement should go through Commissioners Court through the Regular Agenda. The forms needed are attached to this email, which are the Purchase Affidavit, Affidavit for Payment of Membership Dues, the invoice, and the receipt.

Reynaldo Cantu III, MACC

First Assistant Auditor

Hidalgo County Auditor's Office

2808 South Business Highway 281, Edinburg, Texas 78539

Phone: (956) 318-2511 ext. 4654

Fax: (956) 318-2577

Email: reynaldo.cantu@auditor.co.hidalgo.tx.us

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2 attachments



Purchase Affidavit.pdf

103K



CA-041B - Affidavit for Payment of Membership Dues - Rev 12-2012_201212201545132008.pdf

22K