



Olga Garza <olga.garza@co.hidalgo.tx.us>

**Re: Hidalgo County Emergency Travel Credit Card Policy Manual**

1 message

**Victor M. Garza** <victor.garza@da.co.hidalgo.tx.us> Fri, Jul 18, 2025 at 4:28 PM

To: Guillermo Arriaga <guillermo.arriaga@co.hidalgo.tx.us>  
Cc: Robert Vina <robert.vina@da.co.hidalgo.tx.us>, Michelle Lopez <michelle.lopez@da.co.hidalgo.tx.us>, Ignacio Amezcua <ignacio.amezcua@co.hidalgo.tx.us>, Letty Chavez <Letty.Chavez@auditor.co.hidalgo.tx.us>, Isaac Sulemana <isaac.sulemana@co.hidalgo.tx.us>, Olga Garza <olga.garza@co.hidalgo.tx.us>

Mr. Arriaga,

Our office has reviewed the proposed Purchasing Department Procedures for Emergency Travel, and at this time we have no additional questions or concerns. Please proceed accordingly. If there are additional comments or suggestions, the item may be approved subject to final legal approval.

Respectfully,

**Victor M. Garza**  
*Chief Administrative Attorney*  
**Hidalgo County Criminal District Attorney's Office**  
**Toribio "Terry" Palacios**  
Hidalgo County, Texas  
100 East Cano Street  
Edinburg, Texas 78539

(956) 292-7000 EXT. 8185  
(956) 292-7619 FAX  
[victor.garza@da.co.hidalgo.tx.us](mailto:victor.garza@da.co.hidalgo.tx.us)

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On Thu, Jul 17, 2025 at 3:54 PM Guillermo Arriaga <[guillermo.arriaga@co.hidalgo.tx.us](mailto:guillermo.arriaga@co.hidalgo.tx.us)> wrote:

Good afternoon Counsel Garza,

As requested, please find the Emergency Travel Credit Card Policy attached in Word format. Should you require any additional information or clarification, feel free to contact us.

Best Regards,  
**William Arriaga, CTCM**  
Procurement Division Manager  
Hidalgo County Purchasing Department  
[2802 S. Business Hwy 281 | Edinburg, TX 78539](#)  
(956) 318-2626, ext. 4870 | [Purchasing Website](#)



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On Thu, Jul 17, 2025 at 3:36 PM Olga Garza <olga.garza@co.hidalgo.tx.us> wrote:

Good afternoon,

Yes, we are working on it. We will send it over as soon as possible.

Thank you,

**Olga N. Garza, CTCM**

Contract Division Manager

Hidalgo County Purchasing Department

2802 S Business Hwy 281

Edinburg, Tx 78539

(956)318-2626 ext. 4882

[olga.garza@co.hidalgo.tx.us](mailto:olga.garza@co.hidalgo.tx.us)

On Thu, Jul 17, 2025 at 3:05 PM Victor M. Garza <victor.garza@da.co.hidalgo.tx.us> wrote:

Ms. Garza,

Please send in WORD format.

Thank you,

**Victor M. Garza**

Chief Administrative Attorney

Hidalgo County Criminal District Attorney's Office

Toribio "Terry" Palacios

Hidalgo County, Texas

100 East Cano Street

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On Thu, Jul 17, 2025 at 10:33 AM Olga Garza <[olga.garza@co.hidalgo.tx.us](mailto:olga.garza@co.hidalgo.tx.us)> wrote:  
Good morning Counselors,

Please see attached HC Emergency Management Travel Credit Card Policy final draft for your review and approval as to form.

Thank you,

**Olga N. Garza, CTCM**

Contract Division Manager  
Hidalgo County Purchasing Department  
2802 S Business Hwy 281  
Edinburg, Tx 78539  
(956)318-2626 ext. 4882

[olga.garza@co.hidalgo.tx.us](mailto:olga.garza@co.hidalgo.tx.us)

On Wed, Jul 16, 2025 at 1:22 PM Victor M. Garza <[victor.garza@da.co.hidalgo.tx.us](mailto:victor.garza@da.co.hidalgo.tx.us)> wrote:  
Ms. Garza,

It is my understanding that the Auditor has additional recommended changes. Please incorporate Auditor recommendations and then provide us with a final draft.

Respectfully,

**Victor M. Garza**

Chief Administrative Attorney  
Hidalgo County Criminal District Attorney's Office  
Toribio "Terry" Palacios  
Hidalgo County, Texas  
100 East Cano Street  
Edinburg, Texas 78539

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On Wed, Jul 16, 2025 at 12:20 PM Olga Garza <[olga.garza@co.hidalgo.tx.us](mailto:olga.garza@co.hidalgo.tx.us)> wrote:  
Good afternoon,

Please see attached Emergency Travel Credit Card Policy Manual and approve as to form. I anticipate placing this on July 22, 2025 for Commissioners' Court approval.

Thank you,

**Olga N. Garza, CTCM**

Contract Division Manager

Hidalgo County Purchasing Department

2802 S Business Hwy 281

Edinburg, Tx 78539

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