



HIDALGO COUNTY AUDITOR'S OFFICE

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July 6, 2026

Ms. Dairen Sarmiento Rangel, Director
Hidalgo County Department of Health & Human Services
1304 S. 25th Ave.
Edinburg, Texas 78542

Re: Cash Collection Point – Immunizations Division

Dear Ms. Sarmiento:

We reviewed the written request to establish an Immunizations Division collection point. We recommend placing an item on the Commissioners Court agenda to request approval. If the Commissioners Court approves, please ensure that the employees involved receive training on the “Cash Handling Guidelines and Procedures.” For your convenience, the “Cash Handling Guidelines and Procedures” are attached.

Once your office is ready to collect, please submit a written request for the change fund to the Auditor's Office.

If you have any questions or would like for the Auditor's Office to assist in training on the “Cash Handling Guidelines and Procedures”, please contact Corina Martinez, Internal Auditor III, at 318-2511 ext. 4634, Araceli Guillen, Revenue Audit Supervisor, at ext. 4649, Yvonne Torres, Director of Audit Division, at ext. 4642, Reynaldo Cantu III, First Assistant Auditor, at ext. 4654, or me at ext. 4651.

Respectfully,

Letty Chavez
County Auditor

Enclosure: Cash Handling Guidelines and Procedures

cc: Mr. Carlos Oliva, Division Manager II, Financial Accounting

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92ND D.C. FERNANDO MANCIAS JUDGE, 93RD D.C. J. R. "BOBBY" FLORES JUDGE, 139TH D.C. ROSE GUERRA REYNA JUDGE, 206TH D.C. MARLA CUELLAR JUDGE, 275TH D.C. JUAN R. ALVAREZ JUDGE, 332ND D.C. NOE GONZALEZ JUDGE, 370TH D.C. LETICIA LOPEZ JUDGE, 389TH D.C. L. KENO VASQUEZ JUDGE, 398TH D.C. ORLANDO ESQUIVEL JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 449TH D.C. JOSE "JOE" RAMIREZ JUDGE, 464TH D.C. NEREIDA LOPEZ-SINGLETERRY JUDGE, 476TH D.C.