

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve payment of a bill for which a PO was not issued.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	June 4, 2013	\$992.00

LINE ITEM NUMBER
20-710-00.5210

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: NO AUDITOR REVIEW: BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Borcherding	COBB	N/A

SUMMARY

Two separate lots of the same material were purchased from Pathmark on the same day that totaled \$992.00. A purchase order was not issued prior to this purchase. The individual responsible for this infraction has been counseled regarding County policy as has all individuals who have purchasing authority. This type incident should not occur in the future.



OFFICE OF THE COUNTY AUDITOR

712 S. Stagecoach Trail, Suite 1071

San Marcos, Texas 78666

512-393-2283

Fax: 512-393-2248

www.co.hays.tx.us

Bill Herzog, CPA
County Auditor
bherzog@co.hays.tx.us

Marisol Villarreal-Alonzo, CPA, CIO
Assistant County Auditor
marisol.alonzo@co.hays.tx.us

MEMORANDUM

May 8, 2013

To: Jerry Borcharding, Transportation Dept.

From: Bill Herzog, CPA - Hays County Auditor

Please find the attached two invoices from Pathmark Traffic Products of Texas, Inc. totaling \$992.00. These invoices were submitted to the Auditor's office for payment without the issuance of a purchase order. Two invoices on the same day that total over \$500 does not excuse not having a purchase order nor does changing a date on an invoice. In accordance with County policy, a purchase order must be issued prior to making a purchase over \$500. Therefore, these invoices cannot be paid until you go before Commissioners' Court and obtain the Court's approval for payment. Once approval is granted by the Court, please resubmit this invoice for payment.

According to the County Purchasing Policy if it is an emergency a requisition should be done for a purchase order the next business day.

In the future, if you are making a purchase, or multiple purchases, and the total will be over \$500 you must obtain a purchase order prior to making the purchase. Please contact Cindy or Linda in the Purchasing Office at 393-2271 in order to obtain a purchase order for purchases totaling \$500 or more.

You may contact my office if you have any questions or need additional information.

Thank You.

Enclosure



PATHMARK TRAFFIC PRODUCTS OF TEXAS, INC.

P.O. Box 1066 - 4435 Hunter Road - San Marcos, TX 78667
(800) 547-0874 or FAX (800) 352-2092

www.pathmark.net



5210

Invoice Number:0081551-IN
Invoice Date:4/30/2013
Order Number:0046754
Customer Number:C1164

Sold To:
HAYS COUNTY AUDITOR
ACCOUNTS PAYABLE
712 S. STAGECOACH TR, STE 1071
SAN MARCOS, TX 78666
Confirm To:
SEVERA (512) 738-2532

Ship To:
HAYS COUNTY
CUSTOMER PICK UP

Customer P.O.	Ship VIA	F.O.B.		Terms			
VERBAL	CPU	Unit	Ordered	Shipped	Back Ordered	Price	Amount
Item Number							
40212		BOX	2.0	2.0	0.0	248.0000	496.00
WHITE RUMBLE STRIPS 6"x4"x1/4"							

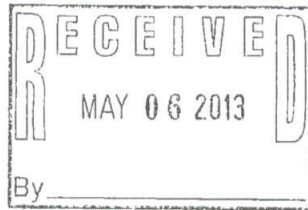
MAY 14 201

Net Invoice:	496.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	496.00



PATHMARK TRAFFIC PRODUCTS OF TEXAS, INC.

P.O. Box 1066 - 4435 Hunter Road - San Marcos, TX 78667
(800) 547-0874 or FAX (800) 352-2092
www.pathmark.net



Invoice Number:0081550-IN
Invoice Date:4/29/2013
Order Number:0046755
Customer Number:C1164

confirmed w/ Pathman that the inv date is 4/30. Joycelyn was contact.

Sold To:
HAYS COUNTY AUDITOR
ACCOUNTS PAYABLE
712 S. STAGECOACH TR, STE 1071
SAN MARCOS, TX 78666
Confirm To:
SEVERA (512) 738-2532

5210

Ship To:
HAYS COUNTY
CUSTOMER PICK UP

Customer P.O.	Ship VIA	F.O.B.		Terms			
VERBAL	CPU			NET 30 DAYS			
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount	
40212 WHITE RUMBLE STRIPS 6"x4"x1/4"	BOX	2.0	2.0	0.0	248.0000	496.00	

MAY 14 2013

Net Invoice:	496.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	496.00