




**CITY OF LAREDO, TEXAS
INTERNAL AUDIT DIVISION**

To: Honorable Mayor & Members of the City Council

CC: Horacio De Leon, Jr., City Manager
Cynthia Collazo, Deputy City Manager
Martin Aleman, Executive Director of Finance & Technology
Kristina L. Hale, City Attorney
Homero Vasquez Garcia, Information Svcs & Telecomm Director
Jose F. Castillo, Assistant Financial Services Director
Miguel Pescador, Purchasing Agent

From: Veronica Urbano-Baeza, Internal Auditor 

Date: February 16, 2018

Subject: Friday Packet: Compiled Weekly Check Register Report with City Manager
Authorizations for Week Ending February 9, 2018

Enclosed is the Compiled Weekly Check Register report with the specifications noted below for the week ending February 9, 2018 with City Manager authorizations, if applicable, as requested by City Council on July 24, 2017. The enclosed report consists of source data extracted from the I-Series System through a query developed by our IT Department. Specifically, the report reflects checks, electronic funds transfers (EFT) and wire transfers issued within the time period specified and with a dollar range specified of \$7,001 to \$49,999 with corresponding City Manager authorizations. It is important to note that the City Manager authorizations reflected on the report come from the requisitions and subsequent purchase orders issued, and in some instances a City Manager authorization is not reflected because of the dollar amount of the requisition submitted and purchase order issued as per the requirements of the City's Accounting Procedures Manual – Purchasing Policy.

The enclosed report is being submitted for your review, and it will subsequently be posted on the City's webpage, as requested by City Council. It is important to note that the enclosed report is a compilation of data and not a comprehensive compliance audit, which would require a more extensive amount of time for completion depending on the number of checks, EFTs and wire transfers issued in any given week.

We would like to thank the IT Department and Financial Services Department staff for providing us with assistance on this request. If you should have any questions regarding this report, please feel free to contact me at my office at (956) 790-1808. Thank you.

Compiled Check Register Report (Includes Any and All Checks, Electronic Funds Transfers & Wire Transfers Issued for Time Period Selected)

Time Period Selected: 02-05-2018 to 02-09-2018

Amount Range Selected: \$7,001 to \$49,999

Check#	Date	Vendor	Amount	Description #1	Description #2	PO Number	Invoice Number	Purchase Requisitions with City Manager Authorizations (if applicable to Amount Range Requested)							
								Requisition #1	Approval #1	Requisition #2	Approval #2	Requisition #3	Approval #3		
8612	2/6/2018	DELL	\$ 832.47	COMPUTER EQUIPMENT		289750	10211540207	348353							
8612	2/6/2018	DELL	\$ 89.99	COMPUTER EQUIPMENT		291449	10209313756	349952	RCHAVEZ	12/4/2017					
8612	2/6/2018	DELL	\$ 2,063.90	COMPUTER EQUIPMENT		286220	10202701861	343957	CCOLLAZO	8/9/2017					
8612	2/6/2018	DELL	\$ 74.95	FURNITURE,OFFICE		286220	10202701861	343957	CCOLLAZO	8/9/2017					
8612	2/6/2018	DELL	\$ 131.20	SOUND SYSTEMS & ACCESSORY		286220	10202701861	343957	CCOLLAZO	8/9/2017					
8612	2/6/2018	DELL	\$ 8,578.35	EQUIPMENT MAINT & REPAIR		286220	10202701861	343957	CCOLLAZO	8/9/2017					
EFT No. 8612 Total			\$ 11,770.86												
					(Contract No. 16-068EMP, Blanket Order (BO))										
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 402.90	ROAD/HIGHWAY MATERIAL		288001	LOC965	346288	READS	9/19/2017					
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 813.30	ROAD/HIGHWAY MATERIAL		288001	LOC965	346288	READS	9/19/2017					
					(Contract No. 16-068EMP, Blanket Order (BO))										
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 8,266.34	ROAD/HIGHWAY MATERIAL		288002	LOC963	346289	READS	9/19/2017					
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 16,848.32	ROAD/HIGHWAY MATERIAL		292588	LOC964	351390	MALEMAN	1/2/2018					
					(Contract No. 16-068EMP, Blanket Order (BO))										
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 813.30	ROAD/HIGHWAY MATERIAL		288001	LOC914	346288	READS	9/19/2017					
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 1,626.60	ROAD/HIGHWAY MATERIAL		288001	LOC914	346288	READS	9/19/2017					
					(Contract No. 16-068EMP, Blanket Order (BO))										
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 349.14	ROAD/HIGHWAY MATERIAL		288002	LOC915	346289	READS	9/19/2017					
8615	2/6/2018	EMPEROR SERVICES, LLC.	\$ 4,822.46	ROAD/HIGHWAY MATERIAL		288002	LOC926	346289	READS	9/19/2017					
EFT No. 8615 Total			\$ 33,942.36												
					(As per Requisition No. 351800, for Appraisal Report on 2.171 AC Hike & Bike Trail (from D&J Alexander Investments))										
8618	2/6/2018	FRANK LEAL REAL ESTATE	\$ 9,875.00	FINANCIAL SERVICES		293957	3175	351800	CCOLLAZO	2/1/2018					
EFT No. 8618 Total			\$ 9,875.00												
					(As per Requisition No. 346852, for Twelve Month Lease for WIC Clinic in Kingsville, TX)										
8619	2/6/2018	GARCO	\$ 3,672.00	PROFESSIONAL SERVICES		289722	555	346852	CCOLLAZO	10/13/2017					
					(As per Requisition No. 346854, for Lease Agreement for WIC Clinic in Falfurrias, Tx.; Lease Term for Seven (7) Years. Approved by City Council on April 15, 2013 (Motion No. 24))										
8619	2/6/2018	GARCO	\$ 5,778.00	PROFESSIONAL SERVICES		289723	653	346854	CCOLLAZO	10/13/2017					
EFT No. 8619 Total			\$ 9,450.00												
					(As per Requisition No. 346847, for Lease Agreement on Santo Nino WIC Clinic; Lease Term for Five (5) Years. Approved by City Council on February 18, 2014(Motion No. 23))										
8622	2/6/2018	INMUEBLES LAREDO, LLC.	\$ 11,445.05	PROFESSIONAL SERVICES		289721	2018-2	346847	CCOLLAZO	10/17/2017					
EFT No. 8622 Total			\$ 11,445.05												

Compiled Check Register Report (Includes Any and All Checks, Electronic Funds Transfers & Wire Transfers Issued for Time Period Selected)

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Amount Range Selected: \$7,001 to \$49,999

Check#	Date	Vendor	Amount	Description #1	Description #2	PO Number	Invoice Number	Purchase Requisitions with City Manager Authorizations (if applicable to Amount Range Requested)										
								Requisition #1	Approval #1	Approval #1 Date	Requisition #2	Approval #2	Approval #2 Date	Requisition #3	Approval #3	Approval #3 Date		
8625	2/6/2018	LONE STAR MEDIA	\$ 14,296.61	BUILDER'S SUPPLIES		281381	4371	336510	CCOLLAZO	4/10/2017	352302	MMALDONADO	1/22/2018					
		EFT No. 8625 Total	\$ 14,296.61															
8632	2/6/2018	RUTHE B. COWL REHABILITATION	\$ 8,861.25	THIRD PARTY AGENCY		290267	1ST QTR 2/05/18	348538	CCOLLAZO	11/3/2017								
		EFT No. 8632 Total	\$ 8,861.25															
8633	2/6/2018	SEBCO BOOKS	\$ 1,139.17	BOOKBINDING AND BK SUPPLY		290404	188981	349145										
8633	2/6/2018	SEBCO BOOKS	\$ 3,490.07	BOOKBINDING AND BK SUPPLY		290405	189027	349147										
8633	2/6/2018	SEBCO BOOKS	\$ 5,729.82	BOOKBINDING AND BK SUPPLY		290476	189026	349149	CCOLLAZO	11/7/2017								
		EFT No. 8633 Total	\$ 10,359.06															
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,478.40	AUTO & TRUCK MAINT.ITEMS	(Contract No. 15-037ELIT)	267980	32182	324544	CCOLLAZO	6/9/2016	335298	READS	1/19/2017	343523	READS	7/17/2017		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 576.86	LABOR	(Contract No. 15-037ELIT)	274029	32216	331066	CCOLLAZO	10/24/2016	333486	READS	12/7/2016	344121	READS	8/4/2017		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 701.99	PROFESSIONAL SERVICES	(Contract No. 15-037ELIT)	275648	32177	332978	CCOLLAZO	11/29/2016								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 427.60	PROFESSIONAL SERVICES	(Contract No. 15-037ELIT)	277222	32180	334331	READS	1/3/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,368.32	PROFESSIONAL SERVICES	(Contract No. 15-037ELIT, Blanket Order (BO))	278230	32212	BO ENTRY; 335612	RCABELLO	1/26/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 609.33	PROFESSIONAL SERVICES		278230	32212	BO ENTRY; 335612	RCABELLO	1/26/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 2,736.64	PROFESSIONAL SERVICES		278230	32212	BO ENTRY; 335612	RCABELLO	1/26/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 758.99	PROFESSIONAL SERVICES		278230	32212	BO ENTRY; 335612	RCABELLO	1/26/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 733.53	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	281419	32213	339167	READS	4/17/2017	346307	READS	9/18/2017					
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 929.28	ELECTRONIC COMPONENTS	Contract No. 15-037ELIT	286085	32183	344168	READS	8/4/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 685.77	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	287334	32221	345315	READS	9/6/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 361.48	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	288163	32186	346465	CCOLLAZO	9/21/2017	351051	CCOLLAZO	1/4/2018					
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 322.01	LABOR	Contract No. 15-037ELIT	288732	32214	346975	READS	10/10/2017	350053	MALEMAN	11/28/2017	353235	MALEMAN	2/5/2018		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 766.94	PROFESSIONAL SERVICES		288732	32215	346975	READS	10/10/2017	350053	MALEMAN	11/28/2017	353235	MALEMAN	2/5/2018		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,304.20	PROFESSIONAL SERVICES		288732	32217	346975	READS	10/10/2017	350053	MALEMAN	11/28/2017	353235	MALEMAN	2/5/2018		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 471.96	PROFESSIONAL SERVICES		288732	32218	346975	READS	10/10/2017	350053	MALEMAN	11/28/2017	353235	MALEMAN	2/5/2018		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 471.24	PROFESSIONAL SERVICES		288732	32219	346975	READS	10/10/2017	350053	MALEMAN	11/28/2017	353235	MALEMAN	2/5/2018		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 4,117.74	PROFESSIONAL SERVICES		288732	32219	346975	READS	10/10/2017	350053	MALEMAN	11/28/2017	353235	MALEMAN	2/5/2018		
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 306.95	FLEET MANAGEMENT ITEM	Contract No. 15-037ELIT	288820	32193	346732	CCOLLAZO	10/9/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 73.71	FLEET MANAGEMENT ITEM		288820	32194	346732	CCOLLAZO	10/9/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,135.20	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	288892	32178	347141	READS	10/11/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 299.32	GROUPS & PARK SERVICES	Contract No. 15-037ELIT	289130	32198	347443	CCOLLAZO	10/13/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 110.11	BUILDING MAINTENANCE/REPR	Contract No. 15-037ELIT	289131	32199	347448	CCOLLAZO	10/13/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 551.18	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	289357	32208	348038	READS	10/19/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 492.84	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	289566	32189	347191	CCOLLAZO	10/24/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 2,339.06	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	289621	32209	348104	CCOLLAZO	10/24/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 341.27	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	289641	32222	348307	RCABELLO	10/24/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,542.80	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	289665	32210	348123	CCOLLAZO	10/24/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 690.98	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	289946	32220	347620	READS	10/27/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 258.20	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290097	32187	348092	CCOLLAZO	10/27/2017	351286	CCOLLAZO	1/12/2018					
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 374.10	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290164	32185	348054	CCOLLAZO	10/31/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 730.80	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290431	32188	349195	CCOLLAZO	11/3/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 227.77	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290511	32211	347950	CCOLLAZO	11/8/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 333.75	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290524	32196	349119	CCOLLAZO	11/3/2017								
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 742.11	LABOR	Contract No. 15-037ELIT	290658	32225	348911	CCOLLAZO	11/8/2017								

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8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,004.98	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290737	32226	348870	CCOLLAZO	11/14/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 179.52	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290738	32227	348909	CCOLLAZO	11/14/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 427.60	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290739	32228	348914	CCOLLAZO	11/14/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 897.60	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	290771	32190	348674	CCOLLAZO	11/8/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 517.44	LABOR	Contract No. 15-037ELIT	291340	32181	349978	MFLORES	11/30/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 310.01	GROUPS & PARK SERVICES	Contract No. 15-037ELIT	291434	32204	348023	RCHAVEZ	12/4/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 310.01	GROUPS & PARK SERVICES	Contract No. 15-037ELIT	291531	32200	350318	RCHAVEZ	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 630.71	GROUPS & PARK SERVICES		291531	32201	350318	RCHAVEZ	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,277.24	GROUPS & PARK SERVICES		291531	32202	350318	RCHAVEZ	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 395.90	GROUPS & PARK SERVICES		291531	32203	350318	RCHAVEZ	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,937.56	GROUPS & PARK SERVICES		291531	32205	350318	RCHAVEZ	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 393.71	GROUPS & PARK SERVICES		291531	32206	350318	RCHAVEZ	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 310.30	GROUPS & PARK SERVICES		291531	32207	350318	RCHAVEZ	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,042.87	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	291649	32195	350271	CCOLLAZO	12/5/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 1,663.21	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	291663	32271	349755	MALEMAN	12/7/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 342.08	PROFESSIONAL SERVICES		291663	32272	349755	MALEMAN	12/7/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 262.51	PROFESSIONAL SERVICES		291863	32197	349939	BLOPEZ	12/12/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 309.40	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	291965	32179	349540	RCHAVEZ	12/12/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 943.92	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	291984	32191	350624	MALEMAN	12/12/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 898.14	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	292037	32223	350042	MALEMAN	11/30/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 434.66	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	292440	32192	350775	CCOLLAZO	12/21/2017	351896	CCOLLAZO	2/1/2018	
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 2,013.93	LABOR	Contract No. 15-037ELIT	292490	32224	351342	MALEMAN	12/28/2017	352908	MALEMAN	1/30/2018	
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 763.25	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	292576	32175	347380	MMALDONADO	12/29/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 427.60	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	292672	32273	351311	MALEMAN	1/4/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 221.00	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	292726	32176	351354	CCOLLAZO	1/4/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 564.60	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	293547	32270	351907	CCOLLAZO	1/24/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 28.61	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	293966	32184	351925	CCOLLAZO	2/1/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 29.30	PROFESSIONAL SERVICES		293966	32184	351925	CCOLLAZO	2/1/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 469.05	PROFESSIONAL SERVICES		293966	32184	351925	CCOLLAZO	2/1/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 104.88	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	291984	31786	350624	MALEMAN	12/12/2017				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 32.71	PROFESSIONAL SERVICES	Contract No. 15-037ELIT	293966	31782	351925	CCOLLAZO	2/1/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 33.48	PROFESSIONAL SERVICES		293966	31782	351925	CCOLLAZO	2/1/2018				
8650	2/8/2018	ELITE EMPLOYMENT SERVICES, LLC	\$ 536.05	PROFESSIONAL SERVICES		293966	31782	351925	CCOLLAZO	2/1/2018				
		EFT No. 8650 Total	\$ 49,086.26											
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 1,634.00	PROFESSIONAL SERVICES		288894	10462	347205	READS	10/11/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 1,128.75	SECURITY,FIRE & SAFETY SE		289290	10460	347984	CCOLLAZO	10/18/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 526.75	SECURITY,FIRE & SAFETY SE		289380	10463	347754	CCOLLAZO	10/20/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 292.94	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290421	10461	348524	CCOLLAZO	11/3/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 567.60	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290523	10470	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 946.00	SECURITY,FIRE & SAFETY SE		290523	10470	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 189.20	SECURITY,FIRE & SAFETY SE		290523	10470	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 189.20	SECURITY,FIRE & SAFETY SE		290523	10470	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 180.60	SECURITY,FIRE & SAFETY SE		290523	10471	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 301.00	SECURITY,FIRE & SAFETY SE		290523	10471	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 60.20	SECURITY,FIRE & SAFETY SE		290523	10471	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 60.20	SECURITY,FIRE & SAFETY SE		290523	10471	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 179.52	SECURITY,FIRE & SAFETY SE		290523	10472	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 299.23	SECURITY,FIRE & SAFETY SE		290523	10472	346758	CCOLLAZO	11/8/2017				
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 59.85	SECURITY,FIRE & SAFETY SE		290523	10472	346758	CCOLLAZO	11/8/2017				

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Time Period Selected: 02-05-2018 to 02-09-2018

Amount Range Selected: \$7,001 to \$49,999

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								Requisition #1	Approval #1	Approval #1 Date	Requisition #2	Approval #2	Approval #2 Date	Requisition #3	Approval #3	Approval #3 Date	
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 59.85	SECURITY,FIRE & SAFETY SE		290523	10472	346758	CCOLLAZO			11/8/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 243.49	SECURITY,FIRE & SAFETY SE		290523	10473	346758	CCOLLAZO			11/8/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 405.82	SECURITY,FIRE & SAFETY SE		290523	10473	346758	CCOLLAZO			11/8/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 81.16	SECURITY,FIRE & SAFETY SE		290523	10473	346758	CCOLLAZO			11/8/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 81.16	SECURITY,FIRE & SAFETY SE		290523	10473	346758	CCOLLAZO			11/8/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 423.34	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290770	10468	349546	CCOLLAZO			11/14/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 397.75	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290818	10465	349517	CCOLLAZO			11/14/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 462.25	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290819	10464	349521	CCOLLAZO			11/14/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 2,709.00	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	291043	10459	349734	MALEMAN			11/21/2017					
8652	2/8/2018	EYEVUE INVESTIGATIONS & SECUR	\$ 710.90	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	291478	10469	350175	CCOLLAZO			12/4/2017					
		EFT No. 8652 Total	\$ 12,189.76														
					(As per Requisition No 347698, for the monthly fees on Collections Contract with Delinquent Property Tax Attorneys)												
8653	2/8/2018	FLORES, FLORES & CANALES, PLLC	\$ 21,446.94	FINANCIAL SERVICES		290144	COL.FEES JAN'18	347698	CCOLLAZO			11/1/2017					
		EFT No. 8653 Total	\$ 21,446.94														
8656	2/8/2018	GUTIERREZ MACHINE & WELDING SH	\$ 3,795.00	EQUIPMENT MAINT & REPAIR	Contract No. 14-070GUTI, Blanket Order (BO))	287129	6666	BO ENTRY; 344722	READS			8/31/2017					
8656	2/8/2018	GUTIERREZ MACHINE & WELDING SH	\$ 7,500.00	PROFESSIONAL SERVICES	Contract No. 14-070GUTI, Blanket Order (BO))	289317	6665	BO ENTRY; 346930	READS			10/16/2017					
8656	2/8/2018	GUTIERREZ MACHINE & WELDING SH	\$ 4,080.00	WATER SEWAGE TREATMENT EQ	Contract No. 14-070GUTI, Blanket Order (BO))	290057	6667	346778	READS			10/19/2017					
		EFT No. 8656 Total	\$ 15,375.00														
		Discount Amount Noted on EFT No. 8656	\$ (461.25)														
		EFT No. 8656 Net Total	\$ 14,913.75														
					(As per Requisition No. 345907, for Project Management and Implementation Services regarding Utilities Department Asset Management Plan Phase II; Approved by City Council on 8/21/2017 (Motion No. 44))												
8661	2/8/2018	LOCKWOOD, ANDREWS & NEWNAM, IN	\$ 28,253.25	PROFESSIONAL SERVICES		288293	120-11927-001-1	345907	READS			9/13/2017					
		EFT No. 8661 Total	\$ 28,253.25														
					(As per Requisition No. 346024, for Asbestos Survey at 820 Convent Property (Community Development))												
8682	2/8/2018	TERRACON CONSULTANTS, INC.	\$ 4,190.00	PROFESSIONAL SERVICES		287550	T969330	346024									

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8682	2/8/2018	TERRACON CONSULTANTS, INC. EFT No. 8682 Total	\$ 6,920.00 \$ 11,110.00	PROFESSIONAL SERVICES	(As per Requisition No. 337699, for Laboratory Testing Services for the South Laredo Wastewater Treatment Plant Expansion Project pending approval from the Texas Water Development Board; Approved by City Council on 2/6/2017 (Motion No. 49))	280058	T999196	337699									
8685	2/8/2018	UTW TIRE COLLECTION SERVICES	\$ 828.96	PROFESSIONAL SERVICES	(Contract No. 15-019UTW)	267557	1326	323883	CCOLLAZO	5/31/2016	333248	READS	12/6/2016				
8685	2/8/2018	UTW TIRE COLLECTION SERVICES EFT No. 8685 Total	\$ 7,928.16 \$ 8,757.12	PROFESSIONAL SERVICES	(Contract No. 15-019UTW)	287745	1327	345384	READS	9/14/2017							
513673	2/6/2018	AL & ROB SALES Check No. 513673 Total	\$ 7,095.00 \$ 7,095.00	POLICE EQUIPMENT AND SUPP		291428	83669	349718	MFLORES	11/30/2017							
513676	2/6/2018	ANDERSON COLUMBIA CO., INC.	\$ 20,828.64	ROAD AND HIGHWAY MATERIAL	(Contract No. 17-049ANDE, Blanket Order (BO))	286440	36647	BO ENTRY; 344677	READS	8/14/2017							
513676	2/6/2018	ANDERSON COLUMBIA CO., INC.	\$ 7,369.44	ROAD AND HIGHWAY MATERIAL		286440	36648	BO ENTRY; 344677	READS	8/14/2017							
513676	2/6/2018	ANDERSON COLUMBIA CO., INC. Check No. 513676 Total	\$ 3,585.12 \$ 31,783.20	ROAD AND HIGHWAY MATERIAL		286440	36648	BO ENTRY; 344677	READS	8/14/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 560.00	PROMOTIONAL	(Contract No. 17-012AUTH)(As per Requisition No. 345984, for Promotional Items for the 311 Call Center)	291087	134368	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 220.00	PROMOTIONAL		291087	134375	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 1,472.00	PROMOTIONAL		291087	134380	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 1,295.00	PROMOTIONAL		291087	134396	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 520.00	PROMOTIONAL		291087	134397	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 1,790.00	PROMOTIONAL		291087	134403	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 2,017.44	PROMOTIONAL		291087	134404	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 850.00	PROMOTIONAL		291087	134402	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 324.00	PROMOTIONAL		291087	134444	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 305.00	PROMOTIONAL		291087	134450	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM	\$ 483.00	PROMOTIONAL		291087	134456	345984	MALEMAN	11/16/2017							
513679	2/6/2018	AUTHENTIC PROMOTIONS.COM Check No. 513679 Total	\$ 350.00 \$ 10,186.44	PROMOTIONAL		291087	134398	345984	MALEMAN	11/16/2017							
513693	2/6/2018	BORDER OLYMPICS, INC. Check No. 513693 Total	\$ 25,643.09 \$ 25,643.09	THIRD PARTY AGENCY		289950	1ST QTR 2/02/18	348576	CCOLLAZO	10/27/2017							
513694	2/6/2018	BOUND TREE MEDICAL LLC.	\$ 4,720.80	FIRST AID AND SAFETY EQUI	(Contract No. 16-042BOUN, Blanket Order (BO))	288634	82734346	BO ENTRY; 346727	CCOLLAZO	10/9/2017							
513694	2/6/2018	BOUND TREE MEDICAL LLC.	\$ 2,903.69	FIRST AID AND SAFETY EQUI		288634	82734347	BO ENTRY; 346727	CCOLLAZO	10/9/2017							

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513694	2/6/2018	BOUND TREE MEDICAL LLC.	\$ 919.80	FIRST AID AND SAFETY EQUI		288634	82734348	346727	CCOLLAZO	10/9/2017				
513694	2/6/2018	BOUND TREE MEDICAL LLC.	\$ 109.90	FIRST AID AND SAFETY EQUI		288634	82735919	346727	CCOLLAZO	10/9/2017				
513694	2/6/2018	BOUND TREE MEDICAL LLC.	\$ 714.38	FIRST AID AND SAFETY EQUI		288634	82739444	346727	CCOLLAZO	10/9/2017				
513694	2/6/2018	BOUND TREE MEDICAL LLC.	\$ 62.88	FIRST AID AND SAFETY EQUI		288634	82741034	346727	CCOLLAZO	10/9/2017				
513694	2/6/2018	BOUND TREE MEDICAL LLC.	\$ 148.40	FIRST AID AND SAFETY EQUI		288634	82743804	346727	CCOLLAZO	10/9/2017				
		Check No. 513694 Total	\$ 9,579.85											
513696	2/6/2018	BRENNTAG SOUTHWEST, INC.	\$ 2,148.00	CHEMICAL,COMM,BULK	(Contract No. 14-084BREN, Blanket Order (BO))	241754	BSW921244	296457	JOLIVARES	10/24/2014				
513696	2/6/2018	BRENNTAG SOUTHWEST, INC.	\$ 2,148.00	CHEMICAL,COMM,BULK		241754	BSW921245	296457	JOLIVARES	10/24/2014				
513696	2/6/2018	BRENNTAG SOUTHWEST, INC.	\$ 2,148.00	CHEMICAL,COMM,BULK		241754	BSW922877	296457	JOLIVARES	10/24/2014				
513696	2/6/2018	BRENNTAG SOUTHWEST, INC.	\$ 2,148.00	CHEMICAL,COMM,BULK		241754	BSW922878	296457	JOLIVARES	10/24/2014				
513696	2/6/2018	BRENNTAG SOUTHWEST, INC.	\$ 5,907.00	CHEMICAL,COMM,BULK	(Contract No. 14-084BREN, Blanket Order (BO))	289157	BSW919630	346720	READS	10/16/2017				
		Check No. 513696 Total	\$ 14,499.00											
					(As per Requisition No. 340195, for a One -Year Contract for Dental Services for Health Dept (EIP Grant) Clients)									
513730	2/6/2018	DENTAL ODYSSEY	\$ 1,227.00	PROFESSIONAL SERVICES		282943	#161 12/06/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 107.00	PROFESSIONAL SERVICES		282943	#651 12/06/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 779.00	PROFESSIONAL SERVICES		282943	#574 12/08/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 872.00	PROFESSIONAL SERVICES		282943	#641 12/08/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 511.00	PROFESSIONAL SERVICES		282943	#616 12/11/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 1,093.00	PROFESSIONAL SERVICES		282943	#685 12/14/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 257.00	PROFESSIONAL SERVICES		282943	#554 12/20/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 107.00	PROFESSIONAL SERVICES		282943	#482 12/26/17	340195	CCOLLAZO	5/12/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 1,042.00	PROFESSIONAL SERVICES		291329	#716 12/21/17	349571	CCOLLAZO	11/17/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 983.00	PROFESSIONAL SERVICES		291329	#577 12/28/17	349571	CCOLLAZO	11/17/2017				
513730	2/6/2018	DENTAL ODYSSEY	\$ 307.00	PROFESSIONAL SERVICES		282943	#558 12/11/17	340195	CCOLLAZO	5/12/2017				
		Check No. 513730 Total	\$ 7,285.00											
513742	2/6/2018	ESRI, INC.	\$ 10,246.32	COMPUTER EQUIPMENT		285573	93392420	342485	CCOLLAZO	7/17/2017				
513742	2/6/2018	ESRI, INC.	\$ 26,000.00	COMPUTER EQUIPMENT		285573	93326746 R	342485	CCOLLAZO	7/17/2017				
		Check No. 513742 Total	\$ 36,246.32											
513747	2/6/2018	FIRST TRANSIT, INC.	\$ 20,213.05		11432777 REQ.#T-18-033									
513747	2/6/2018	FIRST TRANSIT, INC.	\$ 8,758.99		11432777 REQ.#T-18-033									
513747	2/6/2018	FIRST TRANSIT, INC.	\$ 4,042.61		11432777 REQ.#T-18-033									
513747	2/6/2018	FIRST TRANSIT, INC.	\$ 471.64		11432777 REQ.#T-18-033									
513747	2/6/2018	FIRST TRANSIT, INC.	\$ 808.52		11432777 REQ.#T-18-033									
		Check No. 513747 Total	\$ 34,294.81											

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513761	2/6/2018	HISPANIC INTERNATIONAL SERVICE	\$ 7,720.00	COMMUNICATIONS/MEDIA SERV	(As per Requisition No. 351557, for the Purchase of Print Ads for Convention & Visitor's Bureau; Approved by City Council on 11-6-2017 (Motion No. 33))	292902	LRH H18-285	351557	BLOPEZ	1/8/2018							
		Check No. 513761 Total	\$ 7,720.00														
513773	2/6/2018	LATIN AMERICAN INTERNATIONAL	\$ 11,250.00	INDUCTION BANQUET & CELEB	REQ.#0010		BANQUET/CELEB.										
		Check No. 513773 Total	\$ 11,250.00														
513803	2/6/2018	MWI VETERINARY SUPPLY, CO.	\$ 681.12	LABORATORY EQUIPMENT/ACC		288142	6605691	344766	CCOLLAZO	9/20/2017							
513803	2/6/2018	MWI VETERINARY SUPPLY, CO.	\$ 13,524.29	EQUIPMENT MAINT & REPAIR		288142	6605691	344766	CCOLLAZO	9/20/2017							
		Check No. 513803 Total	\$ 14,205.41														
513811	2/6/2018	PINNACLE TOWERS, LLC.	\$ 5,387.57	REAL PROPERTY RENTAL & LS	(Tower Site Lease)	288377	23854296	26768	CVILLARREAL	4/6/2011							
513811	2/6/2018	PINNACLE TOWERS, LLC.	\$ 4,221.30	REAL PROPERTY RENTAL & LS		288377	23854345	26768	CVILLARREAL	4/6/2011							
513811	2/6/2018	PINNACLE TOWERS, LLC.	\$ 577.18	REAL PROPERTY RENTAL & LS		288377	23857443	26768	CVILLARREAL	4/6/2011							
		Check No. 513811 Total	\$ 10,186.05														
513835	2/6/2018	ROMO CONTRACTORS, LLC.	\$ 7,410.00	FIRST & FINAL PAYMENT	REQ.#2017-22		15 SAN PABLO A.										
		Check No. 513835 Total	\$ 7,410.00														
513874	2/6/2018	WALKERCOM, INC.	\$ 7,500.36		1147597		1147597										
513874	2/6/2018	WALKERCOM, INC.	\$ 665.00		1147597		1147597										
513874	2/6/2018	WALKERCOM, INC.	\$ 382.50		1147597		1147597										
513874	2/6/2018	WALKERCOM, INC.	\$ 573.75		1147597		1147597										
513874	2/6/2018	WALKERCOM, INC.	\$ 250.00		1147597		1147597										
513874	2/6/2018	WALKERCOM, INC.	\$ 1,338.75		1147597		1147597										
		Check No. 513874 Total	\$ 10,710.36														
513879	2/6/2018	WESTNET, INC.	\$ 18,347.77	HARDWARE,AND ALLIED ITEMS		287583	24263	344351	CCOLLAZO	9/11/2017							
513879	2/6/2018	WESTNET, INC.	\$ 12,269.67	FLEET MANAGEMENT ITEM		287583	24263	344351	CCOLLAZO	9/11/2017							
513879	2/6/2018	WESTNET, INC.	\$ 853.80	PROFESSIONAL SERVICES		287583	24263	344351	CCOLLAZO	9/11/2017							
513879	2/6/2018	WESTNET, INC.	\$ 3,495.75	SECURITY,FIRE & SAFETY SE		290371	24264	349092									
		Check No. 513879 Total	\$ 34,966.99														
513881	2/6/2018	ZAPATA COUNTY TREASURY OFFICE	\$ 46,084.14	HIDTA TASK FORCE SALARY	REQ.#1806 REIMBURSEMENTS		AUG'17-NOV'17										
		Check No. 513881 Total	\$ 46,084.14														
513893	2/8/2018	FRANK GROUP PROPERTIES LIMITED	\$ 16,066.86	FACADE IMPROVEMENT GRANT	REQ.#1305		9120										
		Check No. 513893 Total	\$ 16,066.86														
513906	2/8/2018	METROPOLITAN COMPOUNDS, INC.	\$ 7,056.65	ROAD AND HIGHWAY MATERIAL	(Contract No. 18-004METR, Blanket Order (BO))	291203	68008	BO ENTRY; 349357	MALEMAN	11/29/2017							
		Check No. 513906 Total	\$ 7,056.65														

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513916	2/8/2018	PREMIER CIVIL ENGINEERING, LLC	\$ 29,624.00	PROFESSIONAL SERVICES	(As per Requisition No. 280288, for Professional Engineering and Surveying Services for the Design of a 24-Inch Diameter Water Transmission Main from Loop 20 and Del Mar to East Corridor Booster Station; Approved by City Council on 10-21-2013 (Motion No. 44))	226912	EST.#10	280288	JOLIVARES	11/14/2013	296977	JOLIVARES	10/30/2014	333839	READS	12/12/2016
513916	2/8/2018	PREMIER CIVIL ENGINEERING, LLC	\$ 13,362.09	PROFESSIONAL SERVICES		226912	EST.#10	280288	JOLIVARES	11/14/2013	296977	JOLIVARES	10/30/2014	333839	READS	12/12/2016
		Check No. 513916 Total	\$ 42,986.09													
513962	2/8/2018	VULCAN MATERIALS COMPANY	\$ 11,749.01	ROAD AND HIGHWAY MATERIAL	(Contract No. 15-052VULC, Blanket Order (BO))	285100	61677165	BO ENTRY; 343123	READS	7/12/2017						
		Check No. 513962 Total	\$ 11,749.01													
2180219	2/8/2018	EL HORIZONTE MULTIMEDIA, S.A.D	\$ 6,793.00	COMMUNICATIONS/MEDIA SERV	(As per Requisition No. 352732, for the Purchase of Print and Electronic Ads for Convention & Visitor's Bureau; Approved by City Council on 11-6-2017 (Motion No. 33))	293580	144	352732	BLOPEZ	1/24/2018						
2180219	2/8/2018	EL HORIZONTE MULTIMEDIA, S.A.D	\$ 2,500.00	COMMUNICATIONS/MEDIA SERV		293580	144	352732	BLOPEZ	1/24/2018						
		Wire Transfer No. 2180219 Total	\$ 9,293.00													

Items in Blue Font Added by Internal Audit

Accounting Purchase Order Assigned (typically applies to Engineering Construction Contracts)

No Purchase Order Required as per the City's Accounting Procedures Manual - Purchasing Policy, which includes the following items: Travel Expenses (mileage, registration, lodging, airfare, etc.), Car Allowances, Personnel Reimbursements, Refunds, Engineering Licenses and Review Fees, Freight Charges (UPS, Federal Express, etc), Dues and Subscriptions (not required, but may be requested), Inter-Departmental Transfers, Postage (stamps, postage meters), Petty Cash and Utility Payments.