




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

---

To: Honorable Mayor & Members of the City Council

CC: Rosario C. Cabello, Co-Interim City Manager  
Robert A. Eads, Co-Interim City Manager  
Kristina L. Hale, City Attorney  
Homero Vasquez Garcia, Information Services & Telecommunications (IST) Director  
Jose F. Castillo, Acting Financial Services Director  
Miguel Pescador, Purchasing Agent

From: Veronica Urbano-Baeza, Internal Auditor 

Date: January 10, 2020

Subject: Friday Packet: Compiled Weekly Check Register Report with City Manager  
Authorizations for Week Ending January 3, 2020

---

Enclosed is the Compiled Weekly Check Register report with the specifications noted below for the week ending January 3, 2020 with City Manager authorizations, if applicable, as requested by City Council. The enclosed report consists of source data extracted from the I-Series System through a query developed by our IST Department which includes City Manager authorization thresholds of \$10,001 to \$49,999, as amended in the City's Accounting Procedures Manual – Purchasing Policy and approved by City Council on December 2, 2019. Specifically, the report reflects checks, electronic funds transfers (EFT) and wire transfers issued within the time period specified. 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 IST 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: 12-30-2019 to 01-03-2020  
 Amount Range Selected: \$10,001 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	Date	Requisition #2	Approval #2	Date	Requisition #3	Approval #3
554989	1/2/2020	ALC CONSTRUCTION CO. <a href="#">Check No. 554989 Total</a>	\$ 15,000.00 <b>\$ 15,000.00</b>	LABOR	(As per Requisition No. 385238, for the Removal of Posts at the Rio Bravo WIC Clinic (Health Department))	324652	2019	385238	READS	12/2/2019					
554992	1/2/2020	AMC SUPPLY, LLC.	\$ 15,304.56	LAWN EQUIPMENT	(As per Requisition No. 384825, for the Purchase of Heavy Duty Lawn Sprinklers for the North Laredo Wastewater Treatment Plant (Utilities Department))	324441	32217-1	384825	READS	11/22/2019					
554992	1/2/2020	AMC SUPPLY, LLC.	\$ 278.22	AIR COMPRESSOR & PARTS		324740	32336-1	385045							
554992	1/2/2020	AMC SUPPLY, LLC. <a href="#">Check No. 554992 Total</a>	\$ 671.76 <b>\$ 16,254.54</b>	FUEL,OIL,GREASE & LUBRICN		324740	32336-1	385045							
554995	1/2/2020	ARGUINDEGUI OIL CO.	\$ 83.75	FUEL,OIL,GREASE & LUBRICN	(Contract No. 17-021ARGU, Blanket Order (BO))	320903	B661608-IN	BO ENTRY; <b>380670</b>	READS	9/18/2019					
554995	1/2/2020	ARGUINDEGUI OIL CO.	\$ 10.22	FUEL,OIL,GREASE & LUBRICN		320903	B661608-IN	BO ENTRY; <b>380670</b>	READS	9/18/2019					
554995	1/2/2020	ARGUINDEGUI OIL CO.	\$ 753.70	FUEL,OIL,GREASE & LUBRICN		320903	B661608-IN	BO ENTRY; <b>380670</b>	READS	9/18/2019					
554995	1/2/2020	ARGUINDEGUI OIL CO.	\$ 91.98	FUEL,OIL,GREASE & LUBRICN		320903	B661608-IN	BO ENTRY; <b>380670</b>	READS	9/18/2019					
554995	1/2/2020	ARGUINDEGUI OIL CO.	\$ 15,738.14	FUEL,OIL,GREASE & LUBRICN	PO NUM 324483 (Contract No. 16-074ARGU, Blanket Order (BO))		B661600-IN	<b>385033</b>	READS	11/22/2019					
554995	1/2/2020	ARGUINDEGUI OIL CO.	\$ 16,620.09	FUEL,OIL,GREASE & LUBRICN			B662106-IN	<b>385033</b>	READS	11/22/2019					
554995	1/2/2020	ARGUINDEGUI OIL CO. <a href="#">Check No. 554995 Total</a>	\$ 16,162.10 <b>\$ 49,459.98</b>	FUEL,OIL,GREASE & LUBRICN			B662108-IN	<b>385033</b>	READS	11/22/2019					
555005	1/2/2020	BAY BRIDGE ADMINISTRATORS, LLC <a href="#">Check No. 555005 Total</a>	\$ 19,448.83 <b>\$ 19,448.83</b>	PAYROLL SUMMARY											
555007	1/2/2020	BAY BRIDGE ADMINISTRATORS, LLC <a href="#">Check No. 555007 Total</a>	\$ 16,070.45 <b>\$ 16,070.45</b>	PAYROLL SUMMARY											
555024	1/2/2020	ENGINEERED ARRESTING SYSTEMS C <a href="#">Check No. 555024 Total</a>	\$ 13,920.00 <b>\$ 13,920.00</b>	AIRCRAFT-AIRPORT OPERATIO	(As per Requisition No. 367068, for Inspection Services on the Engineered Materials Arrestor System (EMAS) Bed located on Runway 17R (Airport Department))	311253	191001104	367068	MMALDONADO	1/23/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 559.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321414	12023	381799	READS	10/4/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 473.00	SECURITY,FIRE,SAFETY SERV		321414	12038	381799	READS	10/4/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 387.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321415	12022	381801	READS	10/4/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 989.00	CONSULTING SERVICES	(Contract No. 17-066EYEV)	322121	12044	382589	RCABELLO	10/14/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 526.75	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322137	12039	382381	READS	10/15/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 1,247.12	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322140	12043	382554	READS	10/15/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 1,032.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322229	12042	382060	READS	10/15/2019					
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 559.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321415	12052	381801	READS	10/4/2019					

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

Time Period Selected: 12-30-2019 to 01-03-2020  
 Amount Range Selected: \$10,001 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	
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 645.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321572	12046	381877	RCABELLO	10/7/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 1,128.75	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322119	12055	382476	RCABELLO	10/14/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 989.00	CONSULTING SERVICES	(Contract No. 17-066EYEV)	322121	12059	382589	RCABELLO	10/14/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 1,214.86	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322140	12058	382554	READS	10/15/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 2,612.25	CONSULTING SERVICES	(Contract No. 17-066EYEV)	322169	12047	382183	READS	10/15/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 1,032.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322229	12057	382060	READS	10/15/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 1,806.00	CONSULTING SERVICES	(Contract No. 17-066EYEV)	322238	12045	381737	RCABELLO	10/7/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 1,806.00	CONSULTING SERVICES		322238	12060	381737	RCABELLO	10/7/2019				
555026	1/2/2020	EYE VIEW SECURITY, INC.	\$ 2,709.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322911	12056	383378	RCABELLO	10/28/2019				
		<b>Check No. 555026 Total</b>	<b>\$ 19,715.73</b>											
555045	1/2/2020	LAREDO FEDERAL CREDIT UNION	\$ 22,063.50	PAYROLL SUMMARY			20200103							
		<b>Check No. 555045 Total</b>	<b>\$ 22,063.50</b>											
555048	1/2/2020	LAREDO FIREFIGHTER'S ASSOCIATI	\$ 15,083.25	PAYROLL SUMMARY			20200103							
		<b>Check No. 555048 Total</b>	<b>\$ 15,083.25</b>											
555053	1/2/2020	LATIN AMERICAN INTERNATIONAL	\$ 11,250.00	THIRD PARTY AGENCY			Jan-20							
		<b>Check No. 555053 Total</b>	<b>\$ 11,250.00</b>											
555076	1/2/2020	POLYDNE INC.	\$ 32,659.20	CHEMICAL,COMM,BULK	(Blanket Order (BO))	309055	1411003	BO ENTRY; 366599	MALEMAN	12/4/2018				
		<b>Check No. 555076 Total</b>	<b>\$ 32,659.20</b>											
555087	1/2/2020	ROUTEMATCH SOFTWARE, INC.	\$ 14,252.85	COMPUTER SOFTWARE		325532	41605	385307	READS	12/19/2019				
		<b>Check No. 555087 Total</b>	<b>\$ 14,252.85</b>											
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 449.41	COMPUTER SOFTWARE		321670	GB00344718	381898						
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 90.04	COMPUTER SOFTWARE		323669	GB00351422	384214						
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 90.04	COMMUNICATIONS/MEDIA SRV		324850	GB00351423	385430						
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 120.33	COMPUTER SOFTWARE MICROCO		324882	GB00351444	385542						
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 359.37	COMPUTER SOFTWARE		323630	GB00348369	384224						
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 718.74	COMPUTER SOFTWARE		324529	GB00350669	385024						
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 13,320.00	MANAGEMENT/OPERATION SERV		324815	GB00351391	385438	READS	12/4/2019				
555093	1/2/2020	SHI GOVERNMENT SOLUTIONS	\$ 2,128.25	COMPUTER SOFTWARE MICROCO		324040	GB00349138	384368						
		<b>Check No. 555093 Total</b>	<b>\$ 17,276.18</b>											
555099	1/2/2020	SQUARE E SERVICES, LLC.	\$ 14,377.68	WATER SEWAGE TREATMENT EQ	(Contract No. 19-065SQUR, Blanket Order (BO))	320268	3317-798	380395	READS	9/11/2019				
		<b>Check No. 555099 Total</b>	<b>\$ 14,377.68</b>											
555100	1/2/2020	STANDARD INSURANCE COMPANY	\$ 32.00	PAYROLL SUMMARY			20191230							
555100	1/2/2020	STANDARD INSURANCE COMPANY	\$ 18,106.40	PAYROLL SUMMARY			20200103							
		<b>Check No. 555100 Total</b>	<b>\$ 18,138.40</b>											
555107	1/2/2020	THE GUARDIAN LIFE INSURANCE CO	\$ 19.34	PAYROLL SUMMARY			20191230							
555107	1/2/2020	THE GUARDIAN LIFE INSURANCE CO	\$ 83.07	PAYROLL SUMMARY			20191230							
555107	1/2/2020	THE GUARDIAN LIFE INSURANCE CO	\$ 15,103.36	PAYROLL SUMMARY			20200103							
555107	1/2/2020	THE GUARDIAN LIFE INSURANCE CO	\$ 8,743.68	PAYROLL SUMMARY			20200103							
		<b>Check No. 555107 Total</b>	<b>\$ 23,949.45</b>											

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

Time Period Selected: 12-30-2019 to 01-03-2020

Amount Range Selected: \$10,001 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	Date	Requisition #2	Approval #2	Date	Requisition #3	Approval #3	Date	
555115	1/2/2020	UNUM LIFE INSURANCE COMPANY OF	\$ 28.69	PAYROLL SUMMARY			20191230										
555115	1/2/2020	UNUM LIFE INSURANCE COMPANY OF	\$ 18,445.73	PAYROLL SUMMARY			20200103										
Check No. 555115 Total			\$ 18,474.42														
555118	1/2/2020	WALKERCOM, INC.	\$ 6,937.16	TELEPHONE MAINT. YRLY PMT	01/01/2020-12/31/2020		1152175										
555118	1/2/2020	WALKERCOM, INC.	\$ 791.08	TELEPHONE MAINT. YRLY PMT	01/01/2020-12/31/2020		1152175										
555118	1/2/2020	WALKERCOM, INC.	\$ 365.11	TELEPHONE MAINT. YRLY PMT	01/01/2020-12/31/2020		1152175										
555118	1/2/2020	WALKERCOM, INC.	\$ 547.67	TELEPHONE MAINT. YRLY PMT	01/01/2020-12/31/2020		1152175										
555118	1/2/2020	WALKERCOM, INC.	\$ 851.93	TELEPHONE MAINT. YRLY PMT	01/01/2020-12/31/2020		1152175										
555118	1/2/2020	WALKERCOM, INC.	\$ 1,217.05	TELEPHONE MAINT. YRLY PMT	01/01/2020-12/31/2020		1152175										
Check No. 555118 Total			\$ 10,710.00														
						(As per Requisition No. 381932, for Veterinary Services for the City's Animal Care Facility; Approved by City Council on 08-05-2019 (Animal Care Services Item No. 53 (a)))											
555125	1/3/2020	LEYENDECKER, SANDRA	\$ 12,500.00	PROFESSIONAL SERVICES		321388	1/1/2020	381932	READS	10/4/2019							
Check No. 555125 Total			\$ 12,500.00														
2200101	1/2/2020	AETNA LIFE INSURANCE COMPANY	\$ 15,059.80	INV ID TX 54-19333-2275	12/31/2019												
Wire Transfer No. 2200101 Total			\$ 15,059.80														
2200111	1/3/2020	STATE COMPTROLLER OF PUBLIC AC	\$ 36,646.07	DY8 DSRIP IGT PAYMENT	ROUND 2												
Wire Transfer No. 2200111 Total			\$ 36,646.07														
2201263	12/31/2019	INTERNAL REVENUE SERVICES	\$ 2,816.35	EMPLOYEE FICA													
2201263	12/31/2019	INTERNAL REVENUE SERVICES	\$ 2,816.35	CITY FICA													
2201263	12/31/2019	INTERNAL REVENUE SERVICES	\$ 5,808.19	FIT													
Wire Transfer No. 2201263 Total			\$ 11,440.89														

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.