



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

To: Honorable Mayor & Members of the City Council

CC: Robert A. Eads, City Manager
Rosario C. Cabello, Deputy 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: March 13, 2020

Subject: Friday Packet: Compiled Weekly Check Register Report with City Manager
Authorizations for Week Ending March 6, 2020

Enclosed is the Compiled Weekly Check Register report with the specifications noted below for the week ending March 6, 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: 03-02-2020 to 03-06-2020
 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
(As per Requisition No. 383405 for the Purchase of A/C Units & Thermostat Kits for Bridges II & III (Bridge Department))															
559625	3/3/2020	BAKER DISTRIBUTING COMPANY	\$ 3,432.39	AIR CONDITIONING & HEATNG		323400	Z560769	383405	READS	11/4/2019					
559625	3/3/2020	BAKER DISTRIBUTING COMPANY	\$ 3,432.38	AIR CONDITIONING & HEATNG		323400	Z560769	383405	READS	11/4/2019					
559625	3/3/2020	BAKER DISTRIBUTING COMPANY	\$ 4,576.51	AIR CONDITIONING & HEATNG		323400	Z560769	383405	READS	11/4/2019					
559625	3/3/2020	BAKER DISTRIBUTING COMPANY	\$ 75.00	SHIPPING AND HANDLING		323400	Z560769	383405	READS	11/4/2019					
559625	3/3/2020	BAKER DISTRIBUTING COMPANY	\$ 75.00	SHIPPING AND HANDLING		323400	Z560769	383405	READS	11/4/2019					
559625	3/3/2020	BAKER DISTRIBUTING COMPANY	\$ 100.00	SHIPPING AND HANDLING		323400	Z560769	383405	READS	11/4/2019					
		Check No. 559625 Total	\$ 11,691.28												
(As per Requisition No. 371082, for Contract Services to include Shelter Operations, Street Outreach, Shelter Essential Services, Homelessness Prevention and Rapid Re-Housing Services (Emergency Solutions Grant; Community Development Department); Approved by City Council on 01-22-2019 (Motion No. 40))															
559630	3/3/2020	BETHANY HOUSE OF LAREDO, INC.	\$ 10,411.44	HUMAN SERVICES		313716	DRAW #4,5 & 6	371082	RCABELLO	4/16/2019					
559630	3/3/2020	BETHANY HOUSE OF LAREDO, INC.	\$ 3,110.75	HUMAN SERVICES		313716	DRAW #4,5,&6	371082	RCABELLO	4/16/2019					
559630	3/3/2020	BETHANY HOUSE OF LAREDO, INC.	\$ 1,606.99	HUMAN SERVICES		313716	DRAW #5,6 & 7	371082	RCABELLO	4/16/2019					
		Check No. 559630 Total	\$ 15,129.18												
(Contract No. 19-083BOUN)															
559637	3/3/2020	BOUND TREE MEDICAL LLC.	\$ 318.00	FIRST AID AND SAFETY EQUI		320801	83499396	380800		381471	RCABELLO	10/3/2019			
559637	3/3/2020	BOUND TREE MEDICAL LLC.	\$ 3,284.29	FIRST AID AND SAFETY EQUI		320801	83499397	380800		381471	RCABELLO	10/3/2019			
559637	3/3/2020	BOUND TREE MEDICAL LLC.	\$ 172.20	FIRST AID AND SAFETY EQUI		320801	83502181	380800		381471	RCABELLO	10/3/2019			
559637	3/3/2020	BOUND TREE MEDICAL LLC.	\$ 438.00	FIRST AID AND SAFETY EQUI		320801	83502182	380800		381471	RCABELLO	10/3/2019			
559637	3/3/2020	BOUND TREE MEDICAL LLC.	\$ 21.84	FIRST AID AND SAFETY EQUI		320801	83502183	380800		381471	RCABELLO	10/3/2019			
559637	3/3/2020	BOUND TREE MEDICAL LLC.	\$ 405.45	FIRST AID AND SAFETY EQUI		320801	83502184	380800		381471	RCABELLO	10/3/2019			
(As per Requisition No. 386481, for the Purchase of Four (4) Automated External Defibrillators (AEDs) for the Haynes, Del Mar, Independence & El Eden Pools (Parks Department))															
559637	3/3/2020	BOUND TREE MEDICAL LLC.	\$ 5,440.00	TESTING & CALIBRATION SEV		326185	83497905	386481							
		Check No. 559637 Total	\$ 10,079.78												
(Contract No. 14-084CHET, Blanket Order (BO))															
559658	3/3/2020	CHEMTRADE CHEMICALS US, LLC.	\$ 6,146.56	CHEMICAL,COMM,BULK		312893	92832432	BO ENTRY; 371757	READS	3/29/2019					
559658	3/3/2020	CHEMTRADE CHEMICALS US, LLC.	\$ 6,184.96	CHEMICAL,COMM,BULK		312893	92832433	BO ENTRY; 371757	READS	3/29/2019					
559658	3/3/2020	CHEMTRADE CHEMICALS US, LLC.	\$ 6,187.52	CHEMICAL,COMM,BULK		312893	92832434	BO ENTRY; 371757	READS	3/29/2019					
		Check No. 559658 Total	\$ 18,519.04												
(Contract No. 16-036CLRK, Blanket Order (BO))															
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 361.61	WATER SEWAGE TREATMENT EQ		321382	Mar-14	BO ENTRY; 381588	READS	10/4/2019					

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559667	3/3/2020	CLARK HARDWARE, INC.	\$ 43.92	JANITORIAL SUPPLIES		326244	Mar-60	387031							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 123.70	AUTO & TRUCK MAINT.ITEMS		327018	Mar-35	387891							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 1,638.21	AGRICULTURAL EQUIPMENT	(Contract No. 16-036CLRK)	327078	Mar-40	387991							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 39.95	WATER SEWAGE TREATMENT EQ	(Contract No. 16-036CLRK, Blanket Order (BO))	321382	Mar-02	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 124.04	WATER SEWAGE TREATMENT EQ	(Contract No. 16-036CLRK, Blanket Order (BO))	321382	Mar-67	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 20.06	PLUMBING EQUIPMENT		322093	Mar-68	BO ENTRY; 381786							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 71.09	PLUMBING EQUIPMENT		322093	Mar-93	BO ENTRY; 381786							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 21.72	PLUMBING EQUIPMENT	(Contract No. 16-036CLRK)	325185	Mar-48	385939							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 238.22	CONSTRUCTION,SRV,TRADES	(Contract No. 16-036CLRK)	326884	Mar-54	387762							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 9.16	PAINT,COATINGS, WALLPAPER	(Contract No. 16-036CLRK)	326919	Mar-55	387930							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 3.92	PAPER & PLASTIC-DISPOSBLE		326919	Mar-55	387930							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 5.48	PIPE AND TUBING FITTINGS		326919	Mar-55	387930							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 1,008.24	PLUMBING EQUIPMENT		326919	Mar-55	387930							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 198.02	BLDG MAINT/REPAIR/INSTALL		326919	Mar-55	387930							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 45.10	EQUP.MAINT/REP.LAWN,LAUND		326919	Mar-55	387930							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 42.35	WATER SEWAGE TREATMENT EQ	PO NUM 321382 (Contract No. 16-036CLRK, Blanket Order (BO))		Mar-96	381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 51.13	WATER SEWAGE TREATMENT EQ	(Contract No. 16-036CLRK, Blanket Order (BO))	321382	Mar-65	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 48.60	WATER SEWAGE TREATMENT EQ		321382	Mar-96	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 94.84	WATER SEWAGE TREATMENT EQ		321382	Mar-52	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 435.43	WATER SEWAGE TREATMENT EQ		321382	Mar-87	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 38.89	WATER SEWAGE TREATMENT EQ		321382	Mar-65	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 70.14	WATER SEWAGE TREATMENT EQ		321382	Mar-14	BO ENTRY; 381588	READS	10/4/2019					
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 7.80	PLUMBING EQUIPMENT	(Contract No. 16-036CLRK)	321700	Mar-12	381724							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 31.87	PLUMBING EQUIPMENT		321700	Mar-80	381724							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 141.03	PLUMBING EQUIPMENT		321700	Mar-74	381724							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 256.54	PLUMBING EQUIPMENT	(Contract No. 16-036CLRK, Blanket Order (BO))	322093	Mar-30	BO ENTRY; 381786							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 1,738.54	FIRST AID AND SAFETY EQUI	(Contract No. 16-036CLRK)	326395	Mar-47	387229							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 127.13	PLUMBING EQUIPMENT	(Contract No. 16-036CLRK)	326735	Mar-31	387613							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 40.40	RENTAL/LEASE GENERAL EQUIP		326735	Mar-31	387613							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 19.04	HARDWARE,AND ALLIED ITEMS	(Contract No. 16-036CLRK)	327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 128.57	HOSE,ALL KINDS		327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 23.50	PLUMBING EQUIPMENT		327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 293.75	EQUP.MAINT/REP.LAWN,LAUND		327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 12.95	HARDWARE,AND ALLIED ITEMS		327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 128.57	HOSE,ALL KINDS		327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 23.50	PLUMBING EQUIPMENT		327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 290.77	EQUP.MAINT/REP.LAWN,LAUND		327306	Mar-99	388349							
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 171.47	PLUMBING EQUIPMENT		327496	Mar-96	388520							

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559667	3/3/2020	CLARK HARDWARE, INC.	\$ 74.90	ROAD/HIGHWAY MATERIAL	(Contract No. 16-036CLRK, Blanket Order (BO))	321382	Mar-30	BO ENTRY; 381588	READS	10/4/2019						
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 218.10	WATER SEWAGE TREATMENT EQ		321382	Mar-53	BO ENTRY; 381588	READS	10/4/2019						
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 55.05	BLDG MAINT/REPAIR/INSTALL	(Contract No. 16-036CLRK)	321685	Mar-22	381688								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 64.74	PLUMBING EQUIPMENT	(Contract No. 16-036CLRK)	321700	Mar-25	381724								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 36.14	PLUMBING EQUIPMENT		321700	Mar-74	381724								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 572.69	BLDG MAINT/REPAIR/INSTALL	(Contract No. 16-036CLRK)	326920	Mar-56	387946								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 241.68	CONSTRUCTION,SRV,TRADES	(Contract No. 16-036CLRK)	326922	Mar-59	387907								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 8,398.74	AGRICULTURAL EQUIPMENT	(Contract No. 16-036CLRK)	326944	Mar-01	387652			387665			387676		
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 455.68	NURSERY STOCK & SUPPLIES		326944	Mar-01	387652			387665			387676		
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 25.41	NURSERY STOCK & SUPPLIES		326944	Mar-02	387652			387665			387676		
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 652.91	CONSTRUCTION,SRV,TRADES	(Contract No. 16-036CLRK)	327057	Mar-00	387939								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 22.36	INSULATING MATERIALS	(Contract No. 16-036CLRK)	327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 6.58	AUTO & TRUCK ACCESSORIES		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 16.46	FUEL,OIL,GREASE & LUBRICN		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 202.71	TOOLS,HAND (NOT CLASSED)		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 46.58	HARDWARE,AND ALLIED ITEMS		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 54.97	MATERIAL HANDLING EQUIPM		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 35.55	METALS;BARS,PLATES,RODS		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 30.73	PIPE, TUBING ACCESSORIES		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 7.40	PIPE AND TUBING FITTINGS		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 237.37	PLUMBING EQUIPMENT		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 96.60	PIPE FITTINGS & VALVES		327069	Mar-34	387816								
559667	3/3/2020	CLARK HARDWARE, INC.	\$ 12.72	TAPE		327069	Mar-34	387816								
			\$ 19,735.32	Check No. 559667 Total												
(As per Requisition No. 363573, for the Design, Bidding and Construction Management of the Eastern Chacon Creek Interceptor (Utilities Department); Approved by City Council 09-04-2018 (Motion No. 54))																
559671	3/3/2020	CRANE ENGINEERING CORP.	\$ 26,316.37	ENGINEERING SERVICES PROF		306560	20110	363573	MALEMAN	10/12/2018	370518	RCABELLO	2/26/2019	379139	READS	8/16/2019
559671	3/3/2020	CRANE ENGINEERING CORP.	\$ 3,951.61	PROFESSIONAL SERVICES		306560	20110	363573	MALEMAN	10/12/2018	370518	RCABELLO	2/26/2019	379139	READS	8/16/2019
			\$ 30,267.98	Check No. 559671 Total												
559682	3/3/2020	DELL	\$ 202.32	OFFICE SUPPLIES		327231	10373724501	388158								
559682	3/3/2020	DELL	\$ 507.24	COPYING MACHINE SUPPLIES		327460	10373458011	388033								
559682	3/3/2020	DELL	\$ 9,394.77	COMPUTER EQUIPMENT		326916	10373076946	387717								
559682	3/3/2020	DELL	\$ 209.97	COMPUTER HARDWARE MAINFRA		327232	10372581580	388275								
559682	3/3/2020	DELL	\$ 1,444.07	COMPUTER EQUIPMENT		325496	10371413857	386215								
559682	3/3/2020	DELL	\$ 33.29	COMPUTER ACCESSORIES		325496	10369449290	386215								
559682	3/3/2020	DELL	\$ 84.71	COMPUTER EQUIPMENT		325496	10369449290	386215								
			\$ 11,876.37	Check No. 559682 Total												
559701	3/3/2020	FERGUSON ENTERPRISES, INC.	\$ 13,771.12	WATER SEWAGE TREATMENT EQ	PO NUM 319980 (Contract No. 16-064FERG, Blanket Order (BO))		1051250	380141	RCABELLO	9/6/2019						
559701	3/3/2020	FERGUSON ENTERPRISES, INC.	\$ 8,884.88	WATER SEWAGE TREATMENT EQ	PO NUM 319980		1051250-1	380141	RCABELLO	9/6/2019						
			\$ 22,656.00	Check No. 559701 Total												

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559704	3/3/2020	FIRST TRANSIT, INC.	\$ 2,540.68	INSURANCE PREMIUMS		Feb-20													
559704	3/3/2020	FIRST TRANSIT, INC.	\$ 28,282.38	INSURANCE PREMIUMS		Feb-20		11663546											
		Check No. 559704 Total	\$ 30,823.06																
					(As per Requisition No. 387211, for the Purchase of One (1) Potable Tank Mixer for the Hwy 359 Booster Station's Ground Storage Tank (Utilities Department))														
559718	3/3/2020	GRACE WATER SERVICES	\$ 10,245.00	EQUIP MAINT & REPAIR GEN		327194	601		387211	READS	2/3/2020								
		Check No. 559718 Total	\$ 10,245.00																
559728	3/3/2020	HEIL OF TEXAS	\$ 12,686.39	AUTO & TRUCK MAINT.ITEMS		325952	39668		386623	READS	1/7/2020								
559728	3/3/2020	HEIL OF TEXAS	\$ 500.00	FLEET MANAGEMENT ITEM		325952	39668		386623	READS	1/7/2020								
		Check No. 559728 Total	\$ 13,186.39																
559743	3/3/2020	LAREDO HOUSING DEVELOPMENT COR	\$ 12,700.00	TRANSITIONAL HOUSING PRJ.	REQ#04-2017 CDBG CNT.AWRD	A18036	CDBG HSG.AWARD												
559743	3/3/2020	LAREDO HOUSING DEVELOPMENT COR	\$ 6,440.00	TRANSITIONAL HOUSING PRJ.	REQ#03-2017 CDBG CNT.AWRD	A18036	CDBG HSG.AWARD2												
		Check No. 559743 Total	\$ 19,140.00																
559752	3/3/2020	LED ELECTRIC & LIGHTING CONTRA	\$ 6,275.00	ELECTRICAL EQUIP & SUPPLY		320959	1923		378697	READS	9/19/2019								
559752	3/3/2020	LED ELECTRIC & LIGHTING CONTRA	\$ 6,275.00	ELECTRICAL EQUIP & SUPPLY		320959	1923		378697	READS	9/19/2019								
					(Contract No. 18-092LED) (As per Requisition No. 385758, for Electrical Repairs on Ice Machines at Haynes Recreation Center (Parks Department))														
559752	3/3/2020	LED ELECTRIC & LIGHTING CONTRA	\$ 1,475.00	LABOR		325057	1937		385758										
		Check No. 559752 Total	\$ 14,025.00																
					(As per Requisition No. 282060, for Engineering Services for the Design of the San Isidro 3 Million Gallon (MG) Elevated Water Storage Tank; Approved by City Council 12-02-2013 (Motion No. 31))														
559755	3/3/2020	LNV ENGINEERING	\$ 675.00	ENGINEERING SERVICES PROF		228322	33460		282060	JOLIVARES	12/13/2013	293591	JOLIVARES	8/26/2014	301830	JOLIVARES	2/13/2015		

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					(As per Requisition No. 323149, for a Feasibility Study on Ammonia Removal for Zacate Creek & Unitec Wastewater Treatment Plants (WWTP)(Approved by City Council on 04-18-2016 (Motion No. 23)); for Amendment #1 for design improvements to Unitec WWTP to bring existing plant in compliance with TCEQ requirements (Approved by City Council on 09-06-2016 (Motion No. 53)); and for Amendment #2 for design upgrade to Unitec WWTP to bring the existing plant to .36MGD capacity (Approved by City Council on 05-22-2017 (Motion No. 25))														
559755	3/3/2020	LNV ENGINEERING	\$ 2,000.00	ENGINEERING SERVICES PROF		271533	33450	323149	READS	8/31/2016	329156	READS	9/19/2016	341133	READS	6/2/2017			
559755	3/3/2020	LNV ENGINEERING	\$ 38,480.00	ENGINEERING SERVICES PROF		271533	33462	323149	READS	8/31/2016	329156	READS	9/19/2016	341133	READS	6/2/2017			
		Check No. 559755 Total	\$ 41,155.00																
					(As per Requisition No. 388664, for Ground Transportation Expenses for the Teams Participating in the 2020 Texas World Series Tournament (February 20, 2020 - February 25, 2020)(Convention & Visitors' Bureau); Approved by City Council on 01-21-2020 (Staff Report No. 104))														
559760	3/3/2020	LUNA, CARLOS JAVIER MORENO	\$ 18,000.00	AUTO MAJOR TRANSPORTATION		327882	327882	388664	RCABELLO	2/14/2020									
		Check No. 559760 Total	\$ 18,000.00																
559794	3/3/2020	POLYDNE INC.	\$ 32,004.00	CHEMICAL,COMM,BULK	(Blanket Order (BO))	309055	1428312	BO ENTRY; 366599	MALEMAN	12/4/2018									
		Check No. 559794 Total	\$ 32,004.00																
					(Contract No. 17-020QUES)(As per Requisition No. 388863, for Laboratory Clinical Services not Performed In-House or Sent to Specific State Laboratories (Health Department & Employee Wellness Division); Approved by City Council on 2-3-2020 (Health Item No. 27))														
559802	3/3/2020	QUEST DIAGNOSTICS, INC.	\$ 18,239.99	EDUCATIONAL/TRAINING SVCS		328103	9185705824	388863	READS	2/24/2020									
		Check No. 559802 Total	\$ 18,239.99																

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

Time Period Selected: 03-02-2020 to 03-06-2020
 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		
					(As per Requisition No. 380494, for the Purchase of One (1) 2019 Ford F250 Crew Cab Truck for Parks Maintenance Division (Parks Department); Approved by City Council on 9-16-2019 (Fleet Item No. 27)(Goodbuy Contract No. 19-8F000))													
559830	3/3/2020	SILSBEE FORD, INC. Check No. 559830 Total	\$ 29,000.00 \$ 29,000.00	AUTO MAJOR TRANSPORTATION		320820	50110F	380494	READS	9/18/2019								
559856	3/3/2020	UNITED RENTALS, INC.	\$ 9,601.53	RENTAL/LEASE GENERAL EQUIP		326305	177979600-001	387321										
559856	3/3/2020	UNITED RENTALS, INC.	\$ 2,036.04	EQUIPMENT RENTAL		320006	173593077-004	380247			385079	READS	12/6/2019	388795	RCABELLO	2/14/2020		
559856	3/3/2020	UNITED RENTALS, INC. Check No. 559856 Total	\$ 2,036.04 \$ 13,673.61	EQUIPMENT RENTAL		320006	173593077-003	380247			385079	READS	12/6/2019	388795	RCABELLO	2/14/2020		
559871	3/3/2020	WEBB COUNTY AUDITOR'S OFFICE Check No. 559871 Total	\$ 11,406.43 \$ 11,406.43	REIMBURSEMENTS SALARIES	REQ#0978 JANUARY 2020		Jan-20											
					(As per Requisition No. 388471, for Payment on Fees Noted in the UniTrade Operational Management Agreement; Approved by City Council on 11-20-2017 (Motion No. 35))													
559875	3/3/2020	2L4L BASEBALL, LLC. Check No. 559875 Total	\$ 25,000.00 \$ 25,000.00	PROFESSIONAL SERVICES		328302	20-0052	388471	READS	2/27/2020								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 572.44	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321404	12183	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 954.07	SECURITY,FIRE,SAFETY SERV		321404	12183	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 190.81	SECURITY,FIRE,SAFETY SERV		321404	12183	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 190.81	SECURITY,FIRE,SAFETY SERV		321404	12183	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 180.60	SECURITY,FIRE,SAFETY SERV		321404	12184	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 301.00	SECURITY,FIRE,SAFETY SERV		321404	12184	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 60.20	SECURITY,FIRE,SAFETY SERV		321404	12184	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 60.20	SECURITY,FIRE,SAFETY SERV		321404	12184	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 180.60	SECURITY,FIRE,SAFETY SERV		321404	12185	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 301.00	SECURITY,FIRE,SAFETY SERV		321404	12185	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 60.20	SECURITY,FIRE,SAFETY SERV		321404	12185	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 60.20	SECURITY,FIRE,SAFETY SERV		321404	12185	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 243.49	SECURITY,FIRE,SAFETY SERV		321404	12186	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 405.82	SECURITY,FIRE,SAFETY SERV		321404	12186	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 81.16	SECURITY,FIRE,SAFETY SERV		321404	12186	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 81.16	SECURITY,FIRE,SAFETY SERV		321404	12186	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 603.89	SECURITY,FIRE,SAFETY SERV		321404	12198	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 1,006.47	SECURITY,FIRE,SAFETY SERV		321404	12198	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 201.29	SECURITY,FIRE,SAFETY SERV		321404	12198	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 201.29	SECURITY,FIRE,SAFETY SERV		321404	12198	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 180.60	SECURITY,FIRE,SAFETY SERV		321404	12199	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 301.00	SECURITY,FIRE,SAFETY SERV		321404	12199	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 60.20	SECURITY,FIRE,SAFETY SERV		321404	12199	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 60.20	SECURITY,FIRE,SAFETY SERV		321404	12199	381746	READS	10/4/2019								
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 177.53	SECURITY,FIRE,SAFETY SERV		321404	12200	381746	READS	10/4/2019								

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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 Date	Requisition #3	Approval #3 Date
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 295.90	SECURITY,FIRE,SAFETY SERV		321404	12200	381746	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 59.18	SECURITY,FIRE,SAFETY SERV		321404	12200	381746	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 59.18	SECURITY,FIRE,SAFETY SERV		321404	12200	381746	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 243.49	SECURITY,FIRE,SAFETY SERV		321404	12201	381746	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 405.82	SECURITY,FIRE,SAFETY SERV		321404	12201	381746	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 81.16	SECURITY,FIRE,SAFETY SERV		321404	12201	381746	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 81.16	SECURITY,FIRE,SAFETY SERV		321404	12201	381746	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 537.50	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321414	12188	381799	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 623.50	SECURITY,FIRE,SAFETY SERV		321414	12204	381799	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 473.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321415	12187	381801	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 553.63	SECURITY,FIRE,SAFETY SERV		321415	12203	381801	READS	10/4/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 499.88	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	321572	12181	381877	RCABELLO	10/7/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 645.00	SECURITY,FIRE,SAFETY SERV		321572	12196	381877	RCABELLO	10/7/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 1,128.75	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322119	12190	382476	RCABELLO	10/14/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 946.00	CONSULTING SERVICES	(Contract No. 17-066EYEV)	322121	12194	382589	RCABELLO	10/14/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 526.75	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322137	12189	382381	READS	10/15/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 1,005.17	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322140	12193	382554	READS	10/15/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 585.88	CONSULTING SERVICES	(Contract No. 17-066EYEV)	322169	12182	382183	READS	10/15/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 1,032.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322229	12192	382060	READS	10/15/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 1,806.00	CONSULTING SERVICES	(Contract No. 17-066EYEV)	322238	12195	381737	RCABELLO	10/7/2019				
559934	3/5/2020	EYE VIEW SECURITY, INC.	\$ 2,709.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 17-066EYEV)	322911	12191	383378	RCABELLO	10/28/2019				
Check No. 559934 Total			\$ 21,014.18											
559938	3/5/2020	FIRST TRANSIT, INC.	\$ 19,433.54	AUTO LIABILITY/PROPERTY	REQ#20-053 FEB/MAR BIPD		11665394							
559938	3/5/2020	FIRST TRANSIT, INC.	\$ 8,485.98	AUTO LIABILITY/PROPERTY	REQ#20-053 FEB/MAR BIPD		11665394							
559938	3/5/2020	FIRST TRANSIT, INC.	\$ 3,951.49	AUTO LIABILITY/PROPERTY	REQ#20-053 FEB/MAR BIPD		11665394							
559938	3/5/2020	FIRST TRANSIT, INC.	\$ 453.45	AUTO LIABILITY/PROPERTY	REQ#20-053 FEB/MAR BIPD		11665394							
559938	3/5/2020	FIRST TRANSIT, INC.	\$ 777.34	AUTO LIABILITY/PROPERTY	REQ#20-053 FEB/MAR BIPD		11665394							
Check No. 559938 Total			\$ 33,101.80											
(As per Requisition No. 385231, for Presentation Development for Airline Meetings as needed in FY 2020 (Airport Department))														
559953	3/5/2020	GRA, INC.	\$ 12,968.42	CONSULTING SERVICES		325458	6001-291	385231	RCABELLO	12/9/2019				
Check No. 559953 Total			\$ 12,968.42											
(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)))														
559982	3/5/2020	LEYENDECKER, SANDRA	\$ 12,500.00	PROFESSIONAL SERVICES		321388	3/1/2020	381932	READS	10/4/2019				
Check No. 559982 Total			\$ 12,500.00											
(Contract No. 18-004METR, Blanket Order (BO))														
559998	3/5/2020	METROPOLITAN COMPOUNDS, INC.	\$ 4,088.90	ROAD AND HIGHWAY MATERIAL		323276	10909	383288	RCABELLO	11/1/2019				
559998	3/5/2020	METROPOLITAN COMPOUNDS, INC.	\$ 4,088.90	ROAD AND HIGHWAY MATERIAL		323276	10908	383288	RCABELLO	11/1/2019				
559998	3/5/2020	METROPOLITAN COMPOUNDS, INC.	\$ 4,154.85	ROAD AND HIGHWAY MATERIAL		323276	10907	383288	RCABELLO	11/1/2019				
559998	3/5/2020	METROPOLITAN COMPOUNDS, INC.	\$ 4,352.70	ROAD AND HIGHWAY MATERIAL		323276	0010469-IN	383288	RCABELLO	11/1/2019				
559998	3/5/2020	METROPOLITAN COMPOUNDS, INC.	\$ 4,048.22	CLEANING COMPOSITION/SOLV		323276	0011105-IN	383288	RCABELLO	11/1/2019				
559998	3/5/2020	METROPOLITAN COMPOUNDS, INC.	\$ 4,138.74	CLEANING COMPOSITION/SOLV		323276	0011103-IN	383288	RCABELLO	11/1/2019				

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Check No. 559998 Total			\$ 24,872.31													
560027	3/5/2020	PINNACLE TOWERS, LLC.	\$ 5,939.80	MANAGEMENT/OPERATION SERV	(Tower Site Lease)	321411	30762948	26768	CVILLARREAL	4/6/2011						
560027	3/5/2020	PINNACLE TOWERS, LLC.	\$ 4,653.99	MANAGEMENT/OPERATION SERV		321411	30762989	26768	CVILLARREAL	4/6/2011						
560027	3/5/2020	PINNACLE TOWERS, LLC.	\$ 601.74	MANAGEMENT/OPERATION SERV		321411	30765296	26768	CVILLARREAL	4/6/2011						
Check No. 560027 Total			\$ 11,195.53													
				(As per Requisition No. 320784, for Professional Architecture & Engineering Services Contract for the Utilities Administration Building Expansion; Approved by City Council on 08-06-2018 (Motion No. 47))												
560058	3/5/2020	SEPULVEDA ASSOCIATES	\$ 2,000.00	PROFESSIONAL SERVICES		264485	EST.#20	320784	CCOLLAZO	3/22/2016	362012	MALEMAN	8/19/2018	387678	READS	2/3/2020
560058	3/5/2020	SEPULVEDA ASSOCIATES	\$ 6,000.00	ENGINEERING SERVICES PROF		264485	EST.#20	320784	CCOLLAZO	3/22/2016	362012	MALEMAN	8/19/2018	387678	READS	2/3/2020
				(As per Requisition No. 344538, for Architectural & Engineering Services Contract for the North Laredo Waste Water Treatment Plant Administration Building; Approved by City Council on 07-17-2017 (Motion No. 53))												
560058	3/5/2020	SEPULVEDA ASSOCIATES	\$ 6,000.00	ENGINEERING SERVICES PROF		288292	EST.#19-1	344538	READS	8/15/2017	387685	READS	1/28/2020			
Check No. 560058 Total			\$ 14,000.00													
560075	3/5/2020	STAFF FORCE, INC.	\$ 504.00	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321156	621042	381427			381886	RCABELLO	10/4/2019	381922	RCABELLO	10/14/2019
560075	3/5/2020	STAFF FORCE, INC.	\$ 4,158.00	CONTRACTED SRV & RENTALS		321156	621044	381427			381886	RCABELLO	10/4/2019	381922	RCABELLO	10/14/2019
560075	3/5/2020	STAFF FORCE, INC.	\$ 627.60	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	321240	621048	381384	READS	10/3/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 414.48	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321360	621040	381391			386262					
560075	3/5/2020	STAFF FORCE, INC.	\$ 651.87	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321743	621032	381374	RCABELLO	9/30/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 522.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321955	621041	381604	RCABELLO	10/4/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 496.00	CONTRACTED SRV & RENTALS		321955	621043	381604	RCABELLO	10/4/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 496.00	CONTRACTED SRV & RENTALS		321955	621045	381604	RCABELLO	10/4/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 258.77	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	322591	621033	380316	READS	9/26/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 408.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	322628	621037	381595	READS	10/18/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 1,041.83	LABOR	(Contract No. 19-079STAF)	322722	621046	382892	RCABELLO	10/24/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 245.04	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	322928	621038	382109	RCABELLO	10/24/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 408.40	PROFESSIONAL SERVICES		322928	621039	382109	RCABELLO	10/24/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 243.30	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	322929	621036	381480	RCABELLO	10/24/2019						
560075	3/5/2020	STAFF FORCE, INC.	\$ 280.78	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	323435	621034	381439								
560075	3/5/2020	STAFF FORCE, INC.	\$ 250.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	323485	621035	381440			388059					
560075	3/5/2020	STAFF FORCE, INC.	\$ 107.21	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	325657	621047	386224								
Check No. 560075 Total			\$ 11,114.48													
560100	3/5/2020	VERIZON WIRELESS	\$ 15,665.00	AIRCARDS.	MONTHLY FEE SERVICE.		642048640	1/10								
560100	3/5/2020	VERIZON WIRELESS	\$ 729.58	AIRCARDS.	MONTHLY FEE SERVICE.		642048640	1/10								
560100	3/5/2020	VERIZON WIRELESS	\$ 187.16	AIRCARDS.	MONTHLY FEE SERVICE.		642048640	1/10								
Check No. 560100 Total			\$ 16,581.74													
2200307	3/2/2020	AETNA LIFE INSURANCE COMPANY	\$ 19,994.73	INV ID TX 54-20031-2225		2/28/2020										
Wire Transfer No. 2200307 Total			\$ 19,994.73													

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2200311	3/3/2020	AETNA LIFE INSURANCE COMPANY	\$ 26,402.43	INV ID TX 54-20062-0475	3/2/2020															
Wire Transfer No. 2200311 Total			\$ 26,402.43																	

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.