



**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: April 9, 2020

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

Enclosed is the Compiled Weekly Check Register report with the specifications noted below for the week ending April 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: 03-30-2020 to 04-03-2020
 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	
(As per Requisition No. 384314, for the Renewal of Wastewater Treatment Plant (WWTP) Permits for South Laredo, Sombrettillo, Manadas, Columbia and Penitas WWTP (Utilities Department): Approved by City Council on 11-04-2019 (Motion No. 31))																	
15525	3/31/2020	PLUMMER	\$ 31,860.00	ENGINEERING SERVICES PROF		325007	46015	384314	READS	11/13/2019	386973	READS	1/21/2020				
15525	3/31/2020	PLUMMER	\$ 17,712.00	ENGINEERING SERVICES PROF		325007	46016	384314	READS	11/13/2019	386973	READS	1/21/2020				
		EFT No. 15525 Total	\$ 49,572.00														
15528	3/31/2020	SPA SKATEPARKS	\$ 30,180.00	SKATE PARK JOHN VALLS PRK	REQ#11032 EST.#9 FINAL	A19024	EST.#9 FINAL										
		EFT No. 15528 Total	\$ 30,180.00														
15529	3/31/2020	TEXAS MUNICIPAL RETIREMENT SYS	\$ 15,414.28	IRS SECTION 415 LIMIT	FULL BENEFIT ARRNG.FUND		LAREDO(#00730)										
		EFT No. 15529 Total	\$ 15,414.28														
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 355.00	AUTO & TRUCK MAINT.ITEMS	PO NUM 328118 (Contract No. 18-001ARGU, Blanket Order (BO))		B671683-IN	389137	READS	2/24/2020							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 608.22	FUEL,OIL,GREASE & LUBRICN	PO NUM 328118		B671683-IN	389137	READS	2/24/2020							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 62.37	FUEL,OIL,GREASE & LUBRICN	(Contract No. 17-021ARGU, Blanket Order (BO))	327590	B671763-IN	BO ENTRY; 388415	RCABELLO	2/8/2020							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 10.40	FUEL,OIL,GREASE & LUBRICN		327590	B671763-IN	BO ENTRY; 388415	RCABELLO	2/8/2020							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 561.33	FUEL,OIL,GREASE & LUBRICN		327590	B671763-IN	BO ENTRY; 388415	RCABELLO	2/8/2020							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 93.57	FUEL,OIL,GREASE & LUBRICN		327590	B671763-IN	BO ENTRY; 388415	RCABELLO	2/8/2020							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 11,033.39	FUEL,OIL,GREASE & LUBRICN	PO NUM 324483 (Contract No. 16-074ARGU, Blanket Order (BO))		B671857-IN	385033	READS	11/22/2019							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 12,679.49	FUEL,OIL,GREASE & LUBRICN	PO NUM 324483		B671934-IN	385033	READS	11/22/2019							
15531	4/2/2020	ARGUINDEGUI OIL CO.	\$ 379.92	AUTO & TRUCK MAINT.ITEMS	(Contract No. 18-001ARGU, Blanket Order (BO))	328118	B671868-IN	389137	READS	2/24/2020							
		EFT No. 15531 Total	\$ 25,783.69														
15534	4/2/2020	HR PLUS	\$ 331.84	CONTRACTED SRV & RENTALS		321096	4389	381349	READS	9/26/2019							
15534	4/2/2020	HR PLUS	\$ 401.60	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	321121	4388	381347	RCABELLO	9/30/2019	381581	READS	10/7/2019	383440	RCABELLO	10/28/2019	
15534	4/2/2020	HR PLUS	\$ 754.80	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	321124	4382	381377	RCABELLO	9/30/2019							
15534	4/2/2020	HR PLUS	\$ 559.03	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	321129	4384	381408			382202			386647	READS	1/21/2020	
15534	4/2/2020	HR PLUS	\$ 992.00	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	321436	4387	381948	RCABELLO	10/4/2019							
15534	4/2/2020	HR PLUS	\$ 527.99	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	322067	4381	381361	READS	9/30/2019							
15534	4/2/2020	HR PLUS	\$ 598.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	322157	4385	381922	RCABELLO	10/14/2019	383308	RCABELLO	10/28/2019	384711	READS	11/26/2019	
15534	4/2/2020	HR PLUS	\$ 716.80	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	322157	4386	381922	RCABELLO	10/14/2019	383308	RCABELLO	10/28/2019	384711	READS	11/26/2019	
15534	4/2/2020	HR PLUS	\$ 165.92	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	322585	4380	381375	RCABELLO	9/30/2019							
15534	4/2/2020	HR PLUS	\$ 254.20	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323038	4391	381449	RCABELLO	10/28/2019							
15534	4/2/2020	HR PLUS	\$ 1,039.20	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323039	4392	383264	RCABELLO	10/28/2019							
15534	4/2/2020	HR PLUS	\$ 924.97	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323120	4393	383544	RCABELLO	10/28/2019	386639	READS	1/21/2020	386641	READS	1/21/2020	
15534	4/2/2020	HR PLUS	\$ 262.67	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323740	4383	381358	READS	9/30/2019							
15534	4/2/2020	HR PLUS	\$ 1,161.44	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323830	4390	381595	READS	10/18/2019							
15534	4/2/2020	HR PLUS	\$ 604.13	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323947	4395	383823	READS	11/13/2019							

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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	Approval #1 Date	Requisition #2	Approval #2	Approval #2 Date	Requisition #3	Approval #3	Approval #3 Date	
15534	4/2/2020	HR PLUS	\$ 837.84	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323948	4394	383827	READS	11/13/2019							
15534	4/2/2020	HR PLUS	\$ 502.55	CONTRACTED SRV & RENTALS	(Contract No. 19-079HR+)	323949	4396	383829	READS	11/13/2019							
EFT No. 15534 Total			\$ 10,635.38														
15541	4/2/2020	STAFF FORCE, INC.	\$ 589.05	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321156	624473	381427				381886	RCABELLO	10/4/2019	381922	RCABELLO	10/14/2019
15541	4/2/2020	STAFF FORCE, INC.	\$ 3,931.20	CONTRACTED SRV & RENTALS		321156	624475	381427				381886	RCABELLO	10/4/2019	381922	RCABELLO	10/14/2019
15541	4/2/2020	STAFF FORCE, INC.	\$ 627.60	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	321240	624479	381384	READS	10/3/2019	390033	READS	3/31/2020				
15541	4/2/2020	STAFF FORCE, INC.	\$ 501.90	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321743	624464	381374	RCABELLO	9/30/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 522.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321955	624472	381604	RCABELLO	10/4/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 579.70	CONTRACTED SRV & RENTALS		321955	624474	381604	RCABELLO	10/4/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 496.00	CONTRACTED SRV & RENTALS		321955	624476	381604	RCABELLO	10/4/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 408.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	322628	624469	381595	READS	10/18/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 729.32	LABOR	(Contract No. 19-079STAF)	322722	624477	382892	RCABELLO	10/24/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 163.36	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	322928	624470	382109	RCABELLO	10/24/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 408.40	PROFESSIONAL SERVICES		322928	624471	382109	RCABELLO	10/24/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 408.40	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	322929	624468	381480	RCABELLO	10/24/2019							
15541	4/2/2020	STAFF FORCE, INC.	\$ 204.20	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	323435	624465	381439									
15541	4/2/2020	STAFF FORCE, INC.	\$ 244.14	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	323485	624466	381440				388059					
15541	4/2/2020	STAFF FORCE, INC.	\$ 81.68	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	325657	624478	386224									
15541	4/2/2020	STAFF FORCE, INC.	\$ 500.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	327193	624467	387430	READS	2/3/2020							
EFT No. 15541 Total			\$ 10,396.15														
15542	4/2/2020	TASK FORCE SECURITY	\$ 2,635.50	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328541	129	389292	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 562.26	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328565	125	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 937.13	SECURITY,FIRE,SAFETY SERV		328565	125	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 187.43	SECURITY,FIRE,SAFETY SERV		328565	125	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 187.43	SECURITY,FIRE,SAFETY SERV		328565	125	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 151.20	SECURITY,FIRE,SAFETY SERV		328565	126	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 252.00	SECURITY,FIRE,SAFETY SERV		328565	126	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 50.40	SECURITY,FIRE,SAFETY SERV		328565	126	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 50.40	SECURITY,FIRE,SAFETY SERV		328565	126	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 153.28	SECURITY,FIRE,SAFETY SERV		328565	127	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 255.47	SECURITY,FIRE,SAFETY SERV		328565	127	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 51.09	SECURITY,FIRE,SAFETY SERV		328565	127	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 51.09	SECURITY,FIRE,SAFETY SERV		328565	127	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 263.01	SECURITY,FIRE,SAFETY SERV		328565	128	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 438.38	SECURITY,FIRE,SAFETY SERV		328565	128	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 87.68	SECURITY,FIRE,SAFETY SERV		328565	128	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 87.68	SECURITY,FIRE,SAFETY SERV		328565	128	389409	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 929.25	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328568	131	389446	READS	3/4/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 1,254.65	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328912	124	390096	RCABELLO	3/11/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 911.72	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328913	123	389945	RCABELLO	3/11/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 3,255.00	CONSULTING SERVICES	(Contract No. 20-030TASK)	328914	135	390069	RCABELLO	3/11/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 1,102.50	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328915	132	389623	RCABELLO	3/11/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 686.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	329065	130	390164	RCABELLO	3/13/2020							
15542	4/2/2020	TASK FORCE SECURITY	\$ 1,102.50	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	329067	133	390114	RCABELLO	3/13/2020							
EFT No. 15542 Total			\$ 15,643.05														

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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
15543	4/2/2020	TEXAS WIRED MUSIC, INC. EFT No. 15543 Total	\$ 14,504.51 \$ 14,504.51	SOUND SYSTEMS & ACCESSORY	(As per Requisition No. 390831, for the Purchase and Installation of Replacement Video Graphics Equipment for City Council Chambers (IST Department \ Public Access))	329560	200331	390831	RCABELLO	3/30/2020					
561652	3/31/2020	ALEX CONSTRUCTION GROUP, LLC.	\$ 2,250.00	LABOR	(As per Requisition No. 385007, for Painting of the Outside and Inside of Haynes Recreation Center (Parks Department))	325600	115	385007			389564			389922	
561652	3/31/2020	ALEX CONSTRUCTION GROUP, LLC. Check No. 561652 Total	\$ 40,185.50 \$ 42,435.50	CONSULTING SERVICES	(As per Requisition No. 388012, for Parking Lot Asphalt Overlay Services for Municipal Housing Rental Property (3220 Frost Apartment Complex))	328119	2	388012	READS	2/24/2020	389643	RCABELLO	3/18/2020		
561675	3/31/2020	BRENNTAG SOUTHWEST, INC.	\$ 2,548.00	CHEMICAL,COMM,BULK	(Blanket Order (BO))	309056	BSW188168	BO ENTRY; 368059	MALEMAN	12/17/2018					
561675	3/31/2020	BRENNTAG SOUTHWEST, INC.	\$ 2,548.00	CHEMICAL,COMM,BULK		309056	BSW188169	BO ENTRY; 368059	MALEMAN	12/17/2018					
561675	3/31/2020	BRENNTAG SOUTHWEST, INC. Check No. 561675 Total	\$ 6,370.00 \$ 11,466.00	CHEMICAL,COMM,BULK	(Contract No. 14-084BREN, Blanket Order (BO))	321595	BSW185702		382063	RCABELLO	10/7/2019				
561682	3/31/2020	CHEMTRADE CHEMICALS US, LLC.	\$ 6,131.20	CHEMICAL,COMM,BULK	(Contract No. 14-084CHET, Blanket Order (BO))	312893	92849228	BO ENTRY; 371757	READS	3/29/2019					
561682	3/31/2020	CHEMTRADE CHEMICALS US, LLC.	\$ 6,315.52	CHEMICAL,COMM,BULK		312893	92850625	BO ENTRY; 371757	READS	3/29/2019					
561682	3/31/2020	CHEMTRADE CHEMICALS US, LLC. Check No. 561682 Total	\$ 6,295.04 \$ 18,741.76	CHEMICAL,COMM,BULK		312893	92850626	BO ENTRY; 371757	READS	3/29/2019					
561686	3/31/2020	CORE & MAIN, LP.	\$ 975.00	FASTENERS, FASTENING DEVS		327669	L909862		388730						
561686	3/31/2020	CORE & MAIN, LP.	\$ 10,445.70	WATER SEWAGE TREATMENT EQ		328544	M028548		389340	READS	3/4/2020				
561686	3/31/2020	CORE & MAIN, LP. Check No. 561686 Total	\$ 5,863.20 \$ 17,283.90	WATER SEWAGE TREATMENT EQ	PO NUM 319982 (Contract No. 16-064CORE, Blanket Order (BO))		L803441		380145	RCABELLO	9/6/2019				
561702	3/31/2020	ENGIE SERVICES U.S., INC. Check No. 561702 Total	\$ 38,173.86 \$ 38,173.86	MANAGEMENT/OPERATION SERV	(As per Requisition No. 386129, for Measurement & Verification Fees as part of the (formerly Chevron) Energy Savings Program Agreement (City Manager's Department); Approved by City Council on 8-1-2011 (Motion No. 35))	325362	90002287		386129	READS	12/16/2019				

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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	
561709	3/31/2020	FIRST TRANSIT, INC.	\$ 1,760.34	INSURANCE PREMIUMS	REQ#T20-057 MARCH 2020		11670995										
561709	3/31/2020	FIRST TRANSIT, INC.	\$ 29,855.86	INSURANCE PREMIUMS	REQ#T20-057 MARCH 2020		11670995										
		Check No. 561709 Total	\$ 31,616.20														
561718	3/31/2020	GATEWAY UNIFORM SERVICE INC.	\$ 6,510.90	SHOES AND BOOTS	(Contract No. 18-025GATE)	325537	164401	386212	READS	12/19/2019							
561718	3/31/2020	GATEWAY UNIFORM SERVICE INC.	\$ 4,842.60	SHOES AND BOOTS		325537	164401	386212	READS	12/19/2019							
561718	3/31/2020	GATEWAY UNIFORM SERVICE INC.	\$ 155.95	SHOES AND BOOTS	(Contract No. 18-025GATE)	326749	164403	387351									
561718	3/31/2020	GATEWAY UNIFORM SERVICE INC.	\$ 172.95	SHOES AND BOOTS	(Contract No. 18-025GATE)	328540	164404	389208									
		Check No. 561718 Total	\$ 11,682.40														
561733	3/31/2020	HOLT CAT	\$ 575.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022247	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 650.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022248	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022249	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 600.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022250	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022251	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 700.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022252	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022253	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022254	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 560.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022255	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022256	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 550.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022257	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022258	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022259	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 600.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022260	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 775.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022261	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022262	380724	READS	9/18/2019							
561733	3/31/2020	HOLT CAT	\$ 670.00	WATER SEWAGE TREATMENT EQ		320867	WIEZ0022263	380724	READS	9/18/2019							
		Check No. 561733 Total	\$ 11,040.00														
561745	3/31/2020	LAREDO MECHANICAL INDUSTRIAL	\$ 1,841.00	WATER SEWAGE TREATMENT EQ	(Blanket Order (BO))	311706	1709	BO ENTRY; 364894	RCABELLO	2/26/2019							
561745	3/31/2020	LAREDO MECHANICAL INDUSTRIAL	\$ 6,535.00	AUTO/TRUCK MAINT ITEMS	(Contract No. 17-034LMEC, Blanket Order (BO))	315519	1707	BO ENTRY; 375662	RCABELLO	5/30/2019							
561745	3/31/2020	LAREDO MECHANICAL INDUSTRIAL	\$ 2,388.00	AUTO/TRUCK MAINT ITEMS		315519	1708	BO ENTRY; 375662	RCABELLO	5/30/2019							
561745	3/31/2020	LAREDO MECHANICAL INDUSTRIAL	\$ 2,735.00	AUTO/TRUCK MAINT ITEMS	(Contract No. 17-034LMEC, Blanket Order (BO))	324471	1705	BO ENTRY; 384981	READS	11/22/2019							
561745	3/31/2020	LAREDO MECHANICAL INDUSTRIAL	\$ 1,935.00	AUTO/TRUCK MAINT ITEMS		324471	1706	BO ENTRY; 384981	READS	11/22/2019							
561745	3/31/2020	LAREDO MECHANICAL INDUSTRIAL	\$ 6,985.00	ELECTRONIC COMPONENTS		328424	1704	389313									
		Check No. 561745 Total	\$ 22,419.00														
561758	3/31/2020	MAGE 4 GROUP, LTD.	\$ 18,000.00	BARBARA FASKEN COMM. CTR.	REQ#11033 CANOPIES/BID RF		REL. BID BOND										
		Check No. 561758 Total	\$ 18,000.00														

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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
561772	3/31/2020	MILLIMAN <i>Check No. 561772 Total</i>	\$ 20,250.00 <i>\$ 20,250.00</i>	FINANCIAL SERVICES	(As per Requisition No. 385790, for Financial Services on Required GASB No. 75 Disclosure & Actuarial Valuation Report for Fiscal Year Ending 9-30-2019 (Financial Svcs Department))	325013	0082LAR07:031-2	385790	RCABELLO	12/9/2019						
561790	3/31/2020	POLYDNE INC. <i>Check No. 561790 Total</i>	\$ 25,245.00 <i>\$ 25,245.00</i>	CHEMICAL,COMM,BULK	(Blanket Order (BO))	309055	1436662	BO ENTRY; 366599	MALEMAN	12/4/2018						
561817	3/31/2020	SHERFEY ENGINEERING CO.	\$ 13,740.00	EL EDEN PARK IMPROVEMENTS	REQ#10985 EST.#4	A18023	160794									
561817	3/31/2020	SHERFEY ENGINEERING CO. <i>Check No. 561817 Total</i>	\$ 2,180.00 <i>\$ 15,920.00</i>	EL EDEN PARK IMPROVEMENTS	REQ#10985 EST.#4	A18023	160794									
561821	3/31/2020	SLAY ARCHITECTURE	\$ 9,125.00	CONSULTING SERVICES	(As per Requisition No. 373146, for the Design and Preparation of Plans and Specifications for the Freddy Benavides Park Improvements (CDBG Grant Funded)(Community Development Department))	313724	19004-03	373146	RCABELLO	4/16/2019						
561821	3/31/2020	SLAY ARCHITECTURE <i>Check No. 561821 Total</i>	\$ 14,925.00 <i>\$ 24,050.00</i>	CONSULTING SERVICES	(As per Requisition No. 373148, for the Design and Preparation of Plans and Specifications for the De Llano Park Improvements (CDBG Grant Funded) (Community Development Department))	313726	19005-03	373148	RCABELLO	4/16/2019						
561870	3/31/2020	UTW TIRE COLLECTION SERVICES	\$ 12,681.60	PROFESSIONAL SERVICES	(Contract No. 15-019UTW, Blanket Order (BO)) (As per Requisition No. 371300, for the Removal and Disposal of Used Tires from the City's Landfill (Solid Waste Department); Approved by City Council on 02-19-2019 (Motion No. 37))	311191	1337	BO ENTRY; 371300	RCABELLO	2/26/2019						
561870	3/31/2020	UTW TIRE COLLECTION SERVICES	\$ 9,534.24	PROFESSIONAL SERVICES		311191	1338	BO ENTRY; 371300	RCABELLO	2/26/2019						
561870	3/31/2020	UTW TIRE COLLECTION SERVICES <i>Check No. 561870 Total</i>	\$ 11,939.04 <i>\$ 34,154.88</i>	PROFESSIONAL SERVICES		311191	1339	BO ENTRY; 371300	RCABELLO	2/26/2019						
561874	3/31/2020	VULCAN MATERIALS COMPANY <i>Check No. 561874 Total</i>	\$ 14,465.54 <i>\$ 14,465.54</i>	ROAD AND HIGHWAY MATERIAL	(Contract No. 19-070VULC, Blanket Order (BO))	316387	62057084	BO ENTRY; 376140	READS	6/21/2019						

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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
								(Contract No. 19-094AKIN) (As per Requisition No. 386266, to Provide Federal Legislative and Lobbying Consultant Services for the City of Laredo (Finance Department); Approved by City Council on 10-07-2019 (Finance Item No. 48))						
561890	4/2/2020	AKIN, GUMP, STRAUSS, HAUER &	\$ 11,400.00	EDUCATIONAL/TRAINING SVCS		325462	1876212	386266	RCABELLO	12/18/2019				
561890	4/2/2020	AKIN, GUMP, STRAUSS, HAUER &	\$ 3,600.00	EDUCATIONAL/TRAINING SVCS		325462	1876212	386266	RCABELLO	12/18/2019				
561890	4/2/2020	AKIN, GUMP, STRAUSS, HAUER &	\$ 521.46	EDUCATIONAL/TRAINING SVCS		325462	1872993	386266	RCABELLO	12/18/2019				
561890	4/2/2020	AKIN, GUMP, STRAUSS, HAUER &	\$ 15,000.00	EDUCATIONAL/TRAINING SVCS		325462	1872993	386266	RCABELLO	12/18/2019				
561890	4/2/2020	AKIN, GUMP, STRAUSS, HAUER &	\$ 15,000.00	EDUCATIONAL/TRAINING SVCS		325462	1867746	386266	RCABELLO	12/18/2019				
		Check No. 561890 Total	\$ 45,521.46											
								(As per Requisition No. 380515, for Network Security Monitoring & Analysis Services (IST Department))(GSA Contract No. GS-35F-0119))						
561901	4/2/2020	CARASOFT TECHNOLOGY CORPORATI	\$ 14,514.85	MANAGEMENT/OPERATION SERV		320917	IN746545	380515	READS	9/18/2019				
		Check No. 561901 Total	\$ 14,514.85											
								PO NUM 323242 (Contract No. 19-090CD, Blanket Order (BO))						
561915	4/2/2020	CD STARTER SERVICE, LLC.	\$ 8,998.00	MASS TRANSPORTATION BUS			102935	383244	RCABELLO	10/28/2019				
561915	4/2/2020	CD STARTER SERVICE, LLC.	\$ 9,400.00	MASS TRANSPORTATION BUS			102936	383244	RCABELLO	10/28/2019				
561915	4/2/2020	CD STARTER SERVICE, LLC.	\$ 6,926.70	MASS TRANSPORTATION BUS			102937	383244	RCABELLO	10/28/2019				
		Check No. 561915 Total	\$ 25,324.70											
								PO NUM 323244 (Contract No. 19-090GILL, Blanket Order (BO))						
561939	4/2/2020	GILLIG, LLC.	\$ 578.00	MASS TRANSPORTATION BUS			40679667	383248	RCABELLO	10/28/2019				
561939	4/2/2020	GILLIG, LLC.	\$ 262.00	MASS TRANSPORTATION BUS		323244	40679137	383248	RCABELLO	10/28/2019				
561939	4/2/2020	GILLIG, LLC.	\$ 10,086.22	MASS TRANSPORTATION BUS		323244	40679668	383248	RCABELLO	10/28/2019				
		Check No. 561939 Total	\$ 10,926.22											
								PO NUM 326978 (Contract No. 18-046GONZ, Blanket Order (BO))						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 1,119.60	AUTO &TRUCK MAINT.ITEMS			13359694	387788	READS	1/28/2020				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 1,047.60	AUTO &TRUCK MAINT.ITEMS			9358967	387788	READS	1/28/2020				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 625.90	AUTO/TRUCK MAINT ITEMS			9358967	387788	READS	1/28/2020				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 250.00	AUTO &TRUCK MAINT.ITEMS		326978	16360253	387788	READS	1/28/2020				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 219.23	AUTO &TRUCK MAINT.ITEMS		326978	9358855	387788	READS	1/28/2020				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 30.01	AUTO &TRUCK MAINT.ITEMS		326978	9358948	387788	READS	1/28/2020				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 1,299.30	MASS TRANSPORTATION BUS			11361134	383246	RCABELLO	10/28/2019				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 420.00	MASS TRANSPORTATION BUS			17362131	383246	RCABELLO	10/28/2019				
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 554.34	MASS TRANSPORTATION BUS		323243	11359258	383246	RCABELLO	10/28/2019				

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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	Approval #1 Date	Requisition #2	Approval #2	Approval #2 Date	Requisition #3	Approval #3	Approval #3 Date
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 99.00	FUEL,OIL,GREASE & LUBRICN		323243	11359270	BO ENTRY; 383246	RCABELLO	10/28/2019						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 48.60	MASS TRANSPORTATION BUS		323243	11359270	BO ENTRY; 383246	RCABELLO	10/28/2019						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 128.80	MASS TRANSPORTATION BUS		323243	13361558	BO ENTRY; 383246	RCABELLO	10/28/2019						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 241.02	MASS TRANSPORTATION BUS		323243	17362157	BO ENTRY; 383246	RCABELLO	10/28/2019						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 1,279.55	AUTO &TRUCK MAINT.ITEMS	PO NUM 322134 (Contract No. 18-085GAP, Blanket Order (BO))		14361734	382455	RCABELLO	10/14/2019						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 401.00	AUTO &TRUCK MAINT.ITEMS	(Contract No. 18-085GAP, Blanket Order (BO))	322134	14361734	BO ENTRY; 382455	RCABELLO	10/14/2019						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 38.64	AUTO &TRUCK MAINT.ITEMS	(Contract No. 18-046GONZ, Blanket Order (BO))	326978	10359087	387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 116.44	AUTO &TRUCK MAINT.ITEMS		326978	10359119	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 757.80	AUTO &TRUCK MAINT.ITEMS		326978	11359181	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 498.00	AUTO &TRUCK MAINT.ITEMS		326978	11359272	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 475.00	AUTO &TRUCK MAINT.ITEMS		326978	12359372	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 14.62	AUTO &TRUCK MAINT.ITEMS		326978	13359528	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 8.19	AUTO &TRUCK MAINT.ITEMS		326978	14359839	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 445.00	AUTO &TRUCK MAINT.ITEMS		326978	14359916	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 653.47	AUTO &TRUCK MAINT.ITEMS		326978	16360281	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 365.55	AUTO &TRUCK MAINT.ITEMS		326978	11361171	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 375.00	AUTO &TRUCK MAINT.ITEMS		326978	14361593	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 1,120.09	AUTO &TRUCK MAINT.ITEMS		326978	14361662	BO ENTRY; 387788	READS	1/28/2020						
561940	4/2/2020	GONZALEZ AUTO PARTS INC.	\$ 84.00	AUTO &TRUCK MAINT.ITEMS		326978	15361872	BO ENTRY; 387788	READS	1/28/2020						
		Check No. 561940 Total	\$ 12,715.75													
					(As per Requisition No. 388487, for the Purchase of a Fully Hosted Emergency Mass Notification System (Police Department)(GSA Contract No. GS-35F-072CA))											
561958	4/2/2020	HYPER-REACH	\$ 24,000.00	PROFESSIONAL SERVICES		327843	28162	388487	RCABELLO	2/14/2020						
		Check No. 561958 Total	\$ 24,000.00													

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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		
561959	4/2/2020	ITI MARKETING, INC. Check No. 561959 Total	\$ 20,500.00 \$ 20,500.00	CONSULTING SERVICES	(As per Requisition No. 388404, for Consultant Services to include Social Media Content Generation and Management (Convention & Visitors' Bureau Department))	327591	51551	388404	READS		2/10/2020				
561972	4/2/2020	LEYENDECKER, SANDRA Check No. 561972 Total	\$ 12,500.00 \$ 12,500.00	PROFESSIONAL SERVICES	(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)))	321388	4/1/2020	381932	READS		10/4/2019				
561982	4/2/2020	MOBILEYE, INC. Check No. 561982 Total	\$ 35,775.00 \$ 35,775.00	POLICE EQUIPMENT AND SUPP	(As per Requisition No. 387049, for the Purchase of the Mobileye 630 Vehicle Detection System for Forty-Five (45) Police Patrol Units (Police Department))	326357	INVUS100191	387049	READS		1/15/2020				
561993	4/2/2020	PINNACLE TOWERS, LLC.	\$ 5,939.80	MANAGEMENT/OPERATION SERV	(Tower Site Lease)	321411	31053691	26768	CVILLARREAL		4/6/2011				
561993	4/2/2020	PINNACLE TOWERS, LLC.	\$ 4,653.99	MANAGEMENT/OPERATION SERV		321411	31053732	26768	CVILLARREAL		4/6/2011				
561993	4/2/2020	PINNACLE TOWERS, LLC. Check No. 561993 Total	\$ 601.74 \$ 11,195.53	MANAGEMENT/OPERATION SERV		321411	31056036	26768	CVILLARREAL		4/6/2011				
562008	4/2/2020	SOUTHERN TIRE MART, LLC.	\$ 4,768.00	TIRES & TUBES	(Contract No. 17-039SOUT, Blanket Order (BO))	322542	4850036576	BO ENTRY; 382704	READS		10/21/2019				
562008	4/2/2020	SOUTHERN TIRE MART, LLC.	\$ 916.00	TIRES & TUBES	PO NUM 327017 (Contract No. 18-031STMR, Blanket Order (BO))		4850036719	387842	READS		1/28/2020				
562008	4/2/2020	SOUTHERN TIRE MART, LLC.	\$ 426.80	AUTO & TRUCK MAINT.ITEMS	PO NUM 327017		4850036722	387842	READS		1/28/2020				
562008	4/2/2020	SOUTHERN TIRE MART, LLC.	\$ 922.45	AUTO & TRUCK MAINT.ITEMS	PO NUM 327017		4850036906	387842	READS		1/28/2020				
562008	4/2/2020	SOUTHERN TIRE MART, LLC.	\$ 3,513.09	TIRES & TUBES	PO NUM 327017		4850036906	387842	READS		1/28/2020				
562008	4/2/2020	SOUTHERN TIRE MART, LLC. Check No. 562008 Total	\$ 48.00 \$ 10,594.34	AUTO & TRUCK MAINT.ITEMS	(Contract No. 19-042SOUT, Blanket Order (BO))	312420	4850036894	BO ENTRY; 372570	RCABELLO		3/22/2019				
562013	4/2/2020	TOTER, LLC. Check No. 562013 Total	\$ 28,441.56 \$ 28,441.56	HARDWARE,AND ALLIED ITEMS	(Contract No. 19-017TOTE) (As per Requisition No. 386351, for the Purchase of Green Garbage Bins and Blue Recycling Bins for Predicted Growth and Replacement (Solid Waste Department); Approved by City Council on 01-21-2020 (Solid Waste Item No. 78))	326777	65651615	386351	RCABELLO		1/24/2020				

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

Time Period Selected: 03-30-2020 to 04-03-2020
 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
562025	4/2/2020	911 DATAMASTER, INC.	\$ 12,920.00	PROFESSIONAL SERVICES	(As per Requisition No. 359740, to Provide Ongoing Geographic Information System (GIS) Services for 911 Regional Administration; Approved by City Council on 06-18-2018 (Motion No. 33) (HGAC Contract No. EC07-14))	300999	14668	359740	MALEMAN	7/17/2018					
562025	4/2/2020	911 DATAMASTER, INC.	\$ 6,396.76	PROFESSIONAL SERVICES		300999	14679	359740	MALEMAN	7/17/2018					
562025	4/2/2020	911 DATAMASTER, INC. Check No. 562025 Total	\$ 4,143.24 \$ 23,460.00	PROFESSIONAL SERVICES	(As per Requisition No. 379535, to Provide Ongoing Geographic Information System (GIS) Services for 911 Regional Administration; Approved by City Council on 08-05-2019 (Information Services & Telecommunications (IST) Item No. (c)(HGAC Contract No. EC07-14))	319316	14681	379535	RCABELLO	8/25/2019					
2200401	4/1/2020	INTERNAL REVENUE SERVICES	\$ 2,879.02	EMPLOYEE FICA											
2200401	4/1/2020	INTERNAL REVENUE SERVICES	\$ 2,879.02	CITY FICA											
2200401	4/1/2020	INTERNAL REVENUE SERVICES Wire Transfer No. 2200401 Total	\$ 4,382.51 \$ 10,140.55	FIT											

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.