




**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 24, 2020

Subject: Friday Packet: Compiled Weekly Check Register Report with City Manager Authorizations for Week Ending April 17, 2020

Enclosed is the Compiled Weekly Check Register report with the specifications noted below for the week ending April 17, 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: 04-13-2020 to 04-17-2020
 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		
15604	4/16/2020	ARGUINDEGUI OIL CO.	\$ (515.15)	FUEL,OIL,GREASE & LUBRICN	(Contract No. 17-021ARGU, Blanket Order (BO))	327590	669798C-CM	BO ENTRY; 388415	RCABELLO	2/8/2020					
15604	4/16/2020	ARGUINDEGUI OIL CO.	\$ (2.58)	FUEL,OIL,GREASE & LUBRICN		327590	669798C-CM	BO ENTRY; 388415	RCABELLO	2/8/2020					
15604	4/16/2020	ARGUINDEGUI OIL CO.	\$ (406.21)	FUEL,OIL,GREASE & LUBRICN		327590	669799C-CM	BO ENTRY; 388415	RCABELLO	2/8/2020					
15604	4/16/2020	ARGUINDEGUI OIL CO.	\$ (2.39)	FUEL,OIL,GREASE & LUBRICN		327590	669799C-CM	BO ENTRY; 388415	RCABELLO	2/8/2020					
15604	4/16/2020	ARGUINDEGUI OIL CO.	\$ 10,306.55	FUEL,OIL,GREASE & LUBRICN	PO NUM 324483 (Contract No. 16-074ARGU, Blanket Order (BO))		B673603-IN	385033	READS	11/22/2019					
15604	4/16/2020	ARGUINDEGUI OIL CO.	\$ 7,427.68	FUEL,OIL,GREASE & LUBRICN	PO NUM 324483		B673734-IN	385033	READS	11/22/2019					
15604	4/16/2020	ARGUINDEGUI OIL CO.	\$ 1,091.01	FUEL,OIL,GREASE & LUBRICN	(Contract No. 16-074ARGU, Blanket Order (BO))	323273	B673366-IN	383765	RCABELLO	11/1/2019					
		EFT No. 15604 Total	\$ 17,898.91												
15606	4/16/2020	DELL	\$ 18.99	COMPUTER EQUIPMENT		328537	10380021724	389496							
15606	4/16/2020	DELL	\$ 102.98	OFFICE SUPPLIES		328686	10380266922	389835							
15606	4/16/2020	DELL	\$ 30.00	OFFICE SUPPLIES		328686	10380266922	389835							
15606	4/16/2020	DELL	\$ 88.76	TELEVISION EQPT.& ACCESOR		328816	10380407842	389909							
15606	4/16/2020	DELL	\$ 610.39	COMPUTER EQUIPMENT		328822	10382080000	389909							
15606	4/16/2020	DELL	\$ 23,814.54	COMPUTER EQUIPMENT		328920	10380568529	389403	RCABELLO	3/11/2020					
15606	4/16/2020	DELL	\$ 19,630.08	COMPUTER EQUIPMENT		329308	10382138011	390302	RCABELLO	3/18/2020					
15606	4/16/2020	DELL	\$ 299.99	COMPUTER EQUIPMENT		327565	10374354052	388627							
		EFT No. 15606 Total	\$ 44,595.73												
15608	4/16/2020	G.T. DISTRIGUTORS, INC.	\$ 28,636.32	POLICE EQUIPMENT AND SUPP		325450	INV0754683	386184	RCABELLO	12/18/2019					
		EFT No. 15608 Total	\$ 28,636.32												
15618	4/16/2020	STAFF FORCE, INC.	\$ 541.80	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321156	626124	381427				381886	RCABELLO	10/4/2019	381922 RCABELLO 10/14/2019
15618	4/16/2020	STAFF FORCE, INC.	\$ 3,528.00	CONTRACTED SRV & RENTALS		321156	626126	381427				381886	RCABELLO	10/4/2019	381922 RCABELLO 10/14/2019
15618	4/16/2020	STAFF FORCE, INC.	\$ 627.60	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	321240	626130	381384	READS	10/3/2019	390033	READS	3/31/2020		
15618	4/16/2020	STAFF FORCE, INC.	\$ 496.65	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321743	626115	381374	RCABELLO	9/30/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 176.31	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	321955	626123	381604	RCABELLO	10/4/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 533.20	CONTRACTED SRV & RENTALS		321955	626125	381604	RCABELLO	10/4/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 496.00	CONTRACTED SRV & RENTALS		321955	626127	381604	RCABELLO	10/4/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 408.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	322628	626121	381595	READS	10/18/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 970.04	LABOR	(Contract No. 19-079STAF)	322722	626128	382892	RCABELLO	10/24/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 449.60	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	322744	626118	381365	RCABELLO	10/24/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 408.40	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	322928	626122	382109	RCABELLO	10/24/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 387.98	PROFESSIONAL SERVICES	(Contract No. 19-079STAF)	322929	626120	381480	RCABELLO	10/24/2019					
15618	4/16/2020	STAFF FORCE, INC.	\$ 204.20	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	323435	626116	381439			390623	RCABELLO	4/3/2020		
15618	4/16/2020	STAFF FORCE, INC.	\$ 219.10	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	323485	326117	381440			388059			391190	
15618	4/16/2020	STAFF FORCE, INC.	\$ 233.09	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	325657	626129	386224							
15618	4/16/2020	STAFF FORCE, INC.	\$ 500.40	CONTRACTED SRV & RENTALS	(Contract No. 19-079STAF)	327193	626119	387430	READS	2/3/2020					
		EFT No. 15618 Total	\$ 10,180.77												
15620	4/16/2020	TASK FORCE SECURITY	\$ 3,003.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328541	156	389292	READS	3/4/2020					
15620	4/16/2020	TASK FORCE SECURITY	\$ 589.84	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328565	150	389409	READS	3/4/2020					
15620	4/16/2020	TASK FORCE SECURITY	\$ 983.07	SECURITY,FIRE,SAFETY SERV		328565	150	389409	READS	3/4/2020					
15620	4/16/2020	TASK FORCE SECURITY	\$ 196.61	SECURITY,FIRE,SAFETY SERV		328565	150	389409	READS	3/4/2020					
15620	4/16/2020	TASK FORCE SECURITY	\$ 196.61	SECURITY,FIRE,SAFETY SERV		328565	150	389409	READS	3/4/2020					

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15620	4/16/2020	TASK FORCE SECURITY	\$ 176.40	SECURITY,FIRE,SAFETY SERV		328565	151	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 294.00	SECURITY,FIRE,SAFETY SERV		328565	151	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 58.80	SECURITY,FIRE,SAFETY SERV		328565	151	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 58.80	SECURITY,FIRE,SAFETY SERV		328565	151	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 172.99	SECURITY,FIRE,SAFETY SERV		328565	152	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 288.33	SECURITY,FIRE,SAFETY SERV		328565	152	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 57.67	SECURITY,FIRE,SAFETY SERV		328565	152	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 57.67	SECURITY,FIRE,SAFETY SERV		328565	152	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 237.81	SECURITY,FIRE,SAFETY SERV		328565	153	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 396.38	SECURITY,FIRE,SAFETY SERV		328565	153	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 79.28	SECURITY,FIRE,SAFETY SERV		328565	153	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 79.28	SECURITY,FIRE,SAFETY SERV		328565	153	389409	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 913.50	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328568	157	389446	READS	3/4/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 840.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328911	162	390110	RCABELLO	3/11/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 1,260.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328912	154	390096	RCABELLO	3/11/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 798.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328913	155	389945	RCABELLO	3/11/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 3,152.59	CONSULTING SERVICES	(Contract No. 20-030TASK)	328914	158	390069	RCABELLO	3/11/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 1,102.50	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	328915	160	389623	RCABELLO	3/11/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 588.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	329065	159	390164	RCABELLO	3/13/2020							
15620	4/16/2020	TASK FORCE SECURITY	\$ 966.00	SECURITY,FIRE,SAFETY SERV	(Contract No. 20-030TASK)	329067	161	390114	RCABELLO	3/13/2020							
EFT No. 15620 Total			\$ 16,547.13														
562581	4/14/2020	BRENNTAG SOUTHWEST, INC.	\$ 8,918.00	CHEMICAL,COMM,BULK	(Contract No. 14-084BREN, Blanket Order (BO))	321595	BSW191487	382063	RCABELLO	10/7/2019							
562581	4/14/2020	BRENNTAG SOUTHWEST, INC.	\$ 2,548.00	CHEMICAL,COMM,BULK	(Blanket Order (BO))	309056	BSW192271	BO ENTRY; 368059	MALEMAN	12/17/2018							
562581	4/14/2020	BRENNTAG SOUTHWEST, INC.	\$ 2,548.00	CHEMICAL,COMM,BULK		309056	BSW192272	BO ENTRY; 368059	MALEMAN	12/17/2018							
Check No. 562581 Total			\$ 14,014.00														
562620	4/14/2020	PERFORMANCE SAFETY GROUP, INC.	\$ 27,999.00	FIRST AID AND SAFETY EQUI	(Contract No. 19-083PSG)(As per Requisition No. 390450, for the Purchase of Medical Supplies (Gloves) needed by EMS due to COVID 19 Response (Fire Department))(Emergency PO No. 329196))	329196	13248	390450	RCABELLO	3/20/2020							
Check No. 562620 Total			\$ 27,999.00														
562621	4/14/2020	PITNEY BOWES	\$ 19,054.29	EQUIPMENT RENTAL	(As per Requisition No. 376528, for Equipment Lease in Order to Process Utility Bills (Buyboard Cooperative Lease Agreement); Approved by City Council on 05-20-2019 (Utilities Item No. 30 (c))	318055	3310916031	376528	RCABELLO	7/30/2019							
Check No. 562621 Total			\$ 19,054.29														

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562627	4/14/2020	RAFTER P. TRANSPORT CORPORATIO	\$ 17,800.00	CONTRACTED SRV & RENTALS	(Contract No. 19-064RAFT, Blanket Order (BO)) (As per Requisition No. 376002, to Provide Hauling & Disposal Services of Wastewater Bio-Solids from the South Laredo Wastewater Treatment Plant to San Antonio, Texas (Utilities Department); Approved by City Council on 06-03-2019 (Consent Agenda Item No. 26 (d)))	315815	1402	BO ENTRY; 376002	READS	6/11/2019								
		Check No. 562627 Total	\$ 17,800.00															
562652	4/16/2020	ALDIS SYSTEMS, INC.	\$ 39,995.00	COMPUTER SOFTWARE MAINFRA	(As per Requisition No. 383576, for the Purchase, Installation and Configuration Manuals for a Network Shared Media Storage Unit System for the Public Access Channel)	323802	2000307	383576	READS	11/13/2019								
		Check No. 562652 Total	\$ 39,995.00															
562666	4/16/2020	BRENNTAG SOUTHWEST, INC.	\$ 8,918.00	CHEMICAL,COMM,BULK	(Contract No. 14-084BREN, Blanket Order (BO))	321595	BSW192773	382063	RCABELLO	10/7/2019								
562666	4/16/2020	BRENNTAG SOUTHWEST, INC.	\$ 7,007.00	CHEMICAL,COMM,BULK		321595	BSW193652	382063	RCABELLO	10/7/2019								
562666	4/16/2020	BRENNTAG SOUTHWEST, INC.	\$ 1,274.00	CHEMICAL,COMM,BULK	(Blanket Order (BO))	309056	BSW184801	BO ENTRY; 368059	MALEMAN	12/17/2018								
562666	4/16/2020	BRENNTAG SOUTHWEST, INC.	\$ 3,822.00	CHEMICAL,COMM,BULK		309056	BSW184802	BO ENTRY; 368059	MALEMAN	12/17/2018								
		Check No. 562666 Total	\$ 21,021.00															
562683	4/16/2020	DOBIE SUPPLY, LLC.	\$ 2,554.96	FASTENERS, FASTENING DEVS		327485	27802	388222	RCABELLO	2/8/2020								
562683	4/16/2020	DOBIE SUPPLY, LLC.	\$ 8,174.70	MARKERS,PLAQUES,SIGN,TRAF		327485	27802	388222	RCABELLO	2/8/2020								
562683	4/16/2020	DOBIE SUPPLY, LLC.	\$ 3,774.60	METALS;BARS,PLATES,RODS		327485	27802	388222	RCABELLO	2/8/2020								
562683	4/16/2020	DOBIE SUPPLY, LLC.	\$ 64.20	ROOFING MATERIAL/SUPPLIES		327485	27802	388222	RCABELLO	2/8/2020								
562683	4/16/2020	DOBIE SUPPLY, LLC.	\$ 3,363.75	SIGNS, SIGN MATERIALS		327485	27802	388222	RCABELLO	2/8/2020								
		Check No. 562683 Total	\$ 17,932.21															
562688	4/16/2020	E.G. CONSTRUCTION	\$ 10,300.00	FIRST PMT. TO CONTRACTOR	REQ#2019-26 RAMIRO HERRER	A20022	505 E.GUERRERO											
		Check No. 562688 Total	\$ 10,300.00															
		Retainage Amount Noted on Check No. 562688	\$ (1,030.00)															
		Check No. 562688 Net Total	\$ 9,270.00															
562696	4/16/2020	GDS ASSOCIATES, INC.	\$ 10,295.00	CONSULTING SERVICES	(As per Requisition No. 386170, for the Preparation and Submittal of the Annual Compliance Certification and Semi-Annual Title V Compliance Deviation Reports for the City Landfill (Solid Waste Department))	326604	180992	386170	READS	1/21/2020								

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								Requisition #1	Approval #1	Requisition #2	Approval #2	Requisition #3	Approval #3		
562696	4/16/2020	GDS ASSOCIATES, INC.	\$ 6,175.00	PUBLIC WORKS & RELATED SE		326604	180992	386170	READS	1/21/2020					
		Check No. 562696 Total	\$ 16,470.00												
					(As per Requisition No. 385231, for Development of Presentation for Passenger Air Service Airline Meetings in FY 2020 (Airport Department))										
562698	4/16/2020	GRA, INC.	\$ 12,722.77	CONSULTING SERVICES		325458	6001-292	385231	RCABELLO	12/9/2019					
		Check No. 562698 Total	\$ 12,722.77												
562700	4/16/2020	HAMILTON HOUSING PARTNERS, LTD	\$ 31,979.00	RENTAL ASSISTANCE	REQ#2019-7 100 TENANTS		APRIL RENT 2020								
		Check No. 562700 Total	\$ 31,979.00												
562706	4/16/2020	INSIGHT PUBLIC SECTOR, INC.	\$ 12,079.86	COMPUTER EQUIPMENT		327813	1100717297	387917	RCABELLO	2/14/2020					
562706	4/16/2020	INSIGHT PUBLIC SECTOR, INC.	\$ 3,209.53	COMPUTER EQUIPMENT		327813	1100720186	387917	RCABELLO	2/14/2020					
562706	4/16/2020	INSIGHT PUBLIC SECTOR, INC.	\$ 14,164.92	COMPUTER EQUIPMENT		327813	1100715932	387917	RCABELLO	2/14/2020					
		Check No. 562706 Total	\$ 29,454.31												
					(As per Requisition No. 378049, for the Purchase and Installation of a Chemical Controller and Pump for the Bartlett Pool (Parks Department))										
562713	4/16/2020	KNORR SYSTEMS, INC.	\$ 6,844.00	POWER GENERATION EQUIPMEN		318655	SI220759	378049	RCABELLO	8/12/2019					
562713	4/16/2020	KNORR SYSTEMS, INC.	\$ 974.00	PUMPS AND ACCESSORIES		318655	SI220759	378049	RCABELLO	8/12/2019					
562713	4/16/2020	KNORR SYSTEMS, INC.	\$ 444.00	TANKS		318655	SI220759	378049	RCABELLO	8/12/2019					
562713	4/16/2020	KNORR SYSTEMS, INC.	\$ 2,120.00	LABOR		318655	SI220759	378049	RCABELLO	8/12/2019					
		Check No. 562713 Total	\$ 10,382.00												
					(As per Requisition No. 387332, for the Roof Replacement on Ten (10) Noise Abatement Rental Properties (Municipal Housing))										
562728	4/16/2020	RCC ROOFING AND CONSTRUCTION,	\$ 45,280.00	BRUSHES(NOT CLASSIFIED)		327818	136	387332	RCABELLO	2/14/2020	390177	RCABELLO	3/13/2020		
		Check No. 562728 Total	\$ 45,280.00												
2200419	4/14/2020	AETNA LIFE INSURANCE COMPANY	\$ 23,982.20	INV ID TX 54-20104-0496	4/13/2020										
		Wire Transfer No. 2200419 Total	\$ 23,982.20												

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.