




**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: May 29, 2020

Subject: Friday Packet: Compiled Weekly Check Register Report with City Manager Authorizations for Week Ending May 22, 2020

Enclosed is the Compiled Weekly Check Register report with the specifications noted below for the week ending May 22, 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: 05-18-20 to 05-22-2020
 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 | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 7,602.29 | FUEL,OIL,GREASE & LUBRICN | PO NUM 324483 (Contract No. 16-074ARGU, Blanket Order (BO)) | | B677074-IN | 385033 | READS | 11/22/2019 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 7,887.53 | FUEL,OIL,GREASE & LUBRICN | PO NUM 324483 | | B677112-IN | 385033 | READS | 11/22/2019 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 9,297.38 | FUEL,OIL,GREASE & LUBRICN | PO NUM 324483 | | B677351-IN | 385033 | READS | 11/22/2019 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 355.00 | AUTO & TRUCK MAINT.ITEMS | PO NUM 328118 (Contract No. 18-001ARGU, Blanket Order (BO)) | | B676958-IN | 389137 | READS | 2/24/2020 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 1,875.00 | FUEL,OIL,GREASE & LUBRICN | PO NUM 328118 | | B676958-IN | 389137 | READS | 2/24/2020 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 378.53 | FUEL,OIL,GREASE & LUBRICN | (Contract No. 17-059ARGU, Blanket Order (BO)) | 323546 | B677053-IN | BO ENTRY; 383301 | RCABELLO | 11/6/2019 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 94.63 | FUEL,OIL,GREASE & LUBRICN | (Contract No. 17-021ARGU, Blanket Order (BO)) | 323546 | B677053-IN | BO ENTRY; 383301 | RCABELLO | 11/6/2019 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 36.90 | FUEL,OIL,GREASE & LUBRICN | (Contract No. 17-021ARGU, Blanket Order (BO)) | 327590 | B677341-IN | BO ENTRY; 388415 | RCABELLO | 2/8/2020 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 10.32 | FUEL,OIL,GREASE & LUBRICN | (Contract No. 17-021ARGU, Blanket Order (BO)) | 327590 | B677341-IN | BO ENTRY; 388415 | RCABELLO | 2/8/2020 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 332.05 | FUEL,OIL,GREASE & LUBRICN | (Contract No. 17-021ARGU, Blanket Order (BO)) | 327590 | B677341-IN | BO ENTRY; 388415 | RCABELLO | 2/8/2020 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 92.85 | FUEL,OIL,GREASE & LUBRICN | (Contract No. 17-021ARGU, Blanket Order (BO)) | 327590 | B677341-IN | BO ENTRY; 388415 | RCABELLO | 2/8/2020 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 631.26 | AUTO & TRUCK MAINT.ITEMS | PO NUM 328118 (Contract No. 18-001ARGU, Blanket Order (BO)) | | B676960-IN | 389137 | READS | 2/24/2020 | | | | | | | |
| 15868 | 5/19/2020 | ARGUINDEGUI OIL CO. | \$ 2,213.54 | FUEL,OIL,GREASE & LUBRICN | PO NUM 328118 | | B676960-IN | 389137 | READS | 2/24/2020 | | | | | | | |
| | | EFT No. 15868 Total | \$ 30,807.28 | | | | | | | | | | | | | | |
| 15874 | 5/19/2020 | FERGUSON ENTERPRISES, INC. | \$ 1,424.88 | WATER SEWAGE TREATMENT EQ | PO NUM 319980 (Contract No. 16-064FERG, Blanket Order (BO)) | | 1062545 | 380141 | RCABELLO | 9/6/2019 | | | | | | | |
| 15874 | 5/19/2020 | FERGUSON ENTERPRISES, INC. | \$ 12,348.00 | WATER SEWAGE TREATMENT EQ | (Contract No. 16-064FERG, Blanket Order (BO)) | 319980 | 1047948 | BO ENTRY; 380141 | RCABELLO | 9/6/2019 | | | | | | | |
| 15874 | 5/19/2020 | FERGUSON ENTERPRISES, INC. | \$ 5,227.50 | WATER SEWAGE TREATMENT EQ | (Contract No. 17-033FERG, Blanket Order (BO)) | 320822 | 1036597 | BO ENTRY; 380154 | READS | 9/18/2019 | | | | | | | |
| 15906 | 5/19/2020 | THERMO FISHER SCIENTIFIC, LLC. | \$ 1,761.60 | CHEMICAL LAB EQUIP & SUPP | (As per Requisition No. 390710, for the Purchase of Swabs needed for COVID 19 Testing (Health Department)(Emergency PO No. 329442)) | 329442 | 8323630 | 390710 | | | | | | | | | |
| 15906 | 5/19/2020 | THERMO FISHER SCIENTIFIC, LLC. | \$ 1,304.00 | CHEMICAL LAB EQUIP & SUPP | (As per Requisition No. 391407, for the Purchase of Plastics needed for COVID 19 PCR Testing (Health Department)(Emergency PO No. 330108)) | 330108 | 8323621 | 391407 | | | | | | | | | |
| 15906 | 5/19/2020 | THERMO FISHER SCIENTIFIC, LLC. | \$ 361.00 | CHEMICAL LAB EQUIP & SUPP | (As per Requisition No. 391407, for the Purchase of Plastics needed for COVID 19 PCR Testing (Health Department)(Emergency PO No. 330108)) | 330108 | 7894124 | 391407 | | | | | | | | | |
| 15906 | 5/19/2020 | THERMO FISHER SCIENTIFIC, LLC. | \$ 19,527.00 | CHEMICAL LAB EQUIP & SUPP | (As per Requisition No. 391588, for the Purchase of Lab Supplies needed for COVID 19 Testing (Health Department)(Emergency PO No. 330214)) | 330214 | 8456015 | 391588 | RCABELLO | 4/28/2020 | | | | | | | |

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

Time Period Selected: 05-18-20 to 05-22-2020
 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 |
| EFT No. 15906 Total | | | \$ 22,953.60 | | | | | | | | | | | |
| 15909 | 5/19/2020 | VIX MEDICAL EQUIPMENT | \$ 570.00 | TESTING & CALIBRATION SEV | (As per Requisition No. 391831, for the Purchase of Personal Protective Equipment (Face Masks & Non-Contact Infrared Thermometers) for the Police Department due to COVID 19 Response (Grant Funded)) | 330478 | 2165 | 391831 | RCABELLO | 5/4/2020 | 391960 | | | |
| 15909 | 5/19/2020 | VIX MEDICAL EQUIPMENT | \$ 750.00 | JANITORIAL SUPPLIES | (As per Requisition No. 391979, for the Purchase of Disinfectant Wipes due to COVID 19 Response (Airport Department))(Emergency PO No. 330502)) | 330502 | 2166 | 391979 | | | | | | |
| 15909 | 5/19/2020 | VIX MEDICAL EQUIPMENT | \$ 10,360.00 | CLOTHING & APPAREL | (As per Requisition No. 391831, for the Purchase of Personal Protective Equipment (Face Masks & Non-Contract Infrared Thermometers) for the Police Department due to COVID 19 Response (Grant Funded)) | 330478 | 2157 | 391831 | RCABELLO | 5/4/2020 | 391960 | | | |
| EFT No. 15909 Total | | | \$ 11,680.00 | | | | | | | | | | | |
| 15920 | 5/21/2020 | GUTIERREZ MACHINE & WELDING SH | \$ 4,430.00 | WATER SEWAGE TREATMENT EQ | (Contract No. 14-070GUTI, Blanket Order (BO)) | 320866 | 7043 | BO ENTRY; 380872 | READS | 9/18/2019 | | | | |
| 15920 | 5/21/2020 | GUTIERREZ MACHINE & WELDING SH | \$ 7,270.00 | CONSTRUCTION,SRV,TRADES | (Contract No. 14-070GUTI) (As per Requisition No. 382423, for Professional Welding Services for Wastewater Collection and Lift Stations (Utilities Department); Approved by City Council on 08-05-2019 (Utilities Item No. (d)) | 321914 | 7044 | 382423 | RCABELLO | 10/10/2019 | | | | |
| EFT No. 15920 Total | | | \$ 11,700.00 | | | | | | | | | | | |
| Discount Amount Noted on EFT No. 15920 | | | \$ (351.00) | | | | | | | | | | | |
| EFT No. 15920 Net Total | | | \$ 11,349.00 | | | | | | | | | | | |
| 15926 | 5/21/2020 | LAREDO FIREFIGHTER'S ASSOCIATI | \$ 16,562.00 | PAYROLL SUMMARY | | | 20200522 | | | | | | | |
| EFT No. 15926 Total | | | \$ 16,562.00 | | | | | | | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 3,003.00 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 328541 | 216 | 389292 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 589.84 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 328565 | 224 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 983.07 | SECURITY,FIRE,SAFETY SERV | | 328565 | 224 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 196.61 | SECURITY,FIRE,SAFETY SERV | | 328565 | 224 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 196.61 | SECURITY,FIRE,SAFETY SERV | | 328565 | 224 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 176.40 | SECURITY,FIRE,SAFETY SERV | | 328565 | 225 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 294.00 | SECURITY,FIRE,SAFETY SERV | | 328565 | 225 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 58.80 | SECURITY,FIRE,SAFETY SERV | | 328565 | 225 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 58.80 | SECURITY,FIRE,SAFETY SERV | | 328565 | 225 | 389409 | READS | 3/4/2020 | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 176.40 | SECURITY,FIRE,SAFETY SERV | | 328565 | 226 | 389409 | READS | 3/4/2020 | | | | |

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

Time Period Selected: 05-18-20 to 05-22-2020
 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 | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 294.00 | SECURITY,FIRE,SAFETY SERV | | 328565 | 226 | 389409 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 58.80 | SECURITY,FIRE,SAFETY SERV | | 328565 | 226 | 389409 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 58.80 | SECURITY,FIRE,SAFETY SERV | | 328565 | 226 | 389409 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 263.01 | SECURITY,FIRE,SAFETY SERV | | 328565 | 227 | 389409 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 438.38 | SECURITY,FIRE,SAFETY SERV | | 328565 | 227 | 389409 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 87.68 | SECURITY,FIRE,SAFETY SERV | | 328565 | 227 | 389409 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 87.68 | SECURITY,FIRE,SAFETY SERV | | 328565 | 227 | 389409 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 1,008.00 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 328568 | 218 | 389446 | READS | | 3/4/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 210.00 | CONSULTING SERVICES | (Contract No. 20-030TASK) | 328798 | 222 | 389732 | | | | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 840.00 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 328911 | 221 | 390110 | RCABELLO | | 3/11/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 630.00 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 328912 | 228 | 390096 | RCABELLO | | 3/11/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 798.00 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 328913 | 229 | 389945 | RCABELLO | | 3/11/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 2,876.13 | CONSULTING SERVICES | (Contract No. 20-030TASK) | 328914 | 223 | 390069 | RCABELLO | | 3/11/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 1,018.50 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 328915 | 219 | 389623 | RCABELLO | | 3/11/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 686.00 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 329065 | 217 | 390164 | RCABELLO | | 3/13/2020 | | | | | |
| 15938 | 5/21/2020 | TASK FORCE SECURITY | \$ 966.00 | SECURITY,FIRE,SAFETY SERV | (Contract No. 20-030TASK) | 329067 | 220 | 390114 | RCABELLO | | 3/13/2020 | | | | | |
| EFT No. 15938 Total | | | \$ 16,054.51 | | | | | | | | | | | | | |
| | | | | | | | | | | | | (Contract No. 17-011ANDY, Blanket Order (BO)) | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 547.90 | AUTO & TRUCK MAINT.ITEMS | | 324922 | 122745 | BO ENTRY; | | | | | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 36.52 | AUTO & TRUCK MAINT.ITEMS | | 329676 | 122758 | 385592 | READS | | 12/6/2019 | | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 120.90 | AUTO & TRUCK MAINT.ITEMS | | 329946 | 122759 | 390951 | | | | | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 17,724.47 | MASS TRANSPORTATION BUS | (Blanket Order (BO)) | 323616 | 122794 | 391284 | | | | | | | | |
| | | | | | | | | | | | | 383094 | RCABELLO | 11/6/2019 | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 137.80 | AUTO/TRUCK MAINT ITEMS | (Contract No. 17-011ANDY, Blanket Order (BO)) | 324922 | 122796 | 385592 | READS | | 12/6/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 161.34 | MASS TRANSPORTATION BUS | (Contract No. 17-062ANDY, Blanket Order (BO)) | 325793 | 122734 | 383355 | RCABELLO | | 12/23/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 2,951.14 | MASS TRANSPORTATION BUS | | 325793 | 122852 | 383355 | RCABELLO | | 12/23/2019 | | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 285.00 | MASS TRANSPORTATION BUS | (Blanket Order (BO)) | 323616 | 123002 | 383094 | RCABELLO | | 11/6/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 544.90 | MASS TRANSPORTATION BUS | (Contract No. 17-062ANDY, Blanket Order (BO)) | 325793 | 121841 | 383355 | RCABELLO | | 12/23/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 240.00 | MASS TRANSPORTATION BUS | | 325793 | 121841 | 383355 | RCABELLO | | 12/23/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 1,136.75 | MASS TRANSPORTATION BUS | | 325793 | 122883 | 383355 | RCABELLO | | 12/23/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564394 | 5/19/2020 | ANDY'S AUTO & BUS AIR, INC. | \$ 525.00 | MASS TRANSPORTATION BUS | | 325793 | 122883 | 383355 | RCABELLO | | 12/23/2019 | | | | | |
| Check No. 564394 Total | | | \$ 24,411.72 | | | | | | | | | | | | | |
| | | | | | | | | | | | | (Contract No. 14-084CHET, Blanket Order (BO)) | | | | |
| 564416 | 5/19/2020 | CHEMTRADE CHEMICALS US, LLC. | \$ 4,983.14 | CHEMICAL,COMM,BULK | | 321594 | 92881748 | BO ENTRY; | | | | | | | | |
| | | | | | | | | | | | | 382061 | RCABELLO | 10/7/2019 | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564416 | 5/19/2020 | CHEMTRADE CHEMICALS US, LLC. | \$ 6,159.36 | CHEMICAL,COMM,BULK | (Contract No. 14-084CHET, Blanket Order (BO)) | 312893 | 92881092 | 371757 | READS | | 3/29/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564416 | 5/19/2020 | CHEMTRADE CHEMICALS US, LLC. | \$ 6,041.60 | CHEMICAL,COMM,BULK | | 312893 | 92881093 | 371757 | READS | | 3/29/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564416 | 5/19/2020 | CHEMTRADE CHEMICALS US, LLC. | \$ 6,118.40 | CHEMICAL,COMM,BULK | | 312893 | 92882596 | 371757 | READS | | 3/29/2019 | | | | | |
| | | | | | | | | | | | | BO ENTRY; | | | | |
| 564416 | 5/19/2020 | CHEMTRADE CHEMICALS US, LLC. | \$ 4,972.84 | CHEMICAL,COMM,BULK | (Contract No. 14-084CHET, Blanket Order (BO)) | 321594 | 92881094 | 382061 | RCABELLO | | 10/7/2019 | | | | | |
| Check No. 564416 Total | | | \$ 28,275.34 | | | | | | | | | | | | | |

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

Time Period Selected: 05-18-20 to 05-22-2020
 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 |
| 564451 | 5/19/2020 | GRAYBAR ELECTRIC COMPANY, INC. Check No. 564451 Total | \$ 41,424.19 \$ 41,424.19 | EQUIP MAINT & REPAIR GEN | | 329573 | 9315423272 | 390844 | RCABELLO | 3/30/2020 | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | (As per Requisition No. 388990, for the Purchase and Installation of Swing Sets and Equipment for the Cynthia Collazo Park (Parks Department))(Buyboard Contract No. 592-19)(District IV Priority Funds) | | | | | | | | | | | |
| 564496 | 5/19/2020 | PARK PLACE RECREATION DESIGNS, | \$ 7,931.00 | PARK, PLAYGROUND, SWIMMING | | 327941 | 645350 | 388990 | READS | 2/19/2020 | | | | | | |
| 564496 | 5/19/2020 | PARK PLACE RECREATION DESIGNS, | \$ 3,900.00 | LABOR | | 327941 | 645350 | 388990 | READS | 2/19/2020 | | | | | | |
| 564496 | 5/19/2020 | PARK PLACE RECREATION DESIGNS, | \$ 1,140.00 | CHARGES | | 327941 | 645350 | 388990 | READS | 2/19/2020 | | | | | | |
| | | Check No. 564496 Total | \$ 12,971.00 | | | | | | | | | | | | | |
| 564501 | 5/19/2020 | POSTMASTER Check No. 564501 Total | \$ 17,000.00 \$ 17,000.00 | POSTAGE PERMIT #276 | REQ#1499 TAX DEPARTMENT | | POSTAGE 5/19/20 | | | | | | | | | |
| 564506 | 5/19/2020 | QUEST DIAGNOSTICS, INC. | \$ 1,371.70 | HEALTH RELATED SERVICES | (Contract No. 17-020QUES) | 322941 | 9187094426 | 383565 | RCABELLO | 10/28/2019 | 387861 | RCABELLO | 2/8/2020 | | | |
| 564506 | 5/19/2020 | QUEST DIAGNOSTICS, INC. | \$ 77.60 | HEALTH RELATED SERVICES | (Contract No. 17-020QUES) | 322942 | 9187409706 | 383567 | RCABELLO | 10/28/2019 | 387860 | READS | 2/6/2020 | | | |
| 564506 | 5/19/2020 | QUEST DIAGNOSTICS, INC. | \$ 51.24 | HEALTH RELATED SERVICES | (Contract No. 17-020QUES) | 322943 | 9187095152 | 383568 | RCABELLO | 10/28/2019 | | | | | | |
| 564506 | 5/19/2020 | QUEST DIAGNOSTICS, INC. | \$ 65.93 | HEALTH RELATED SERVICES | | 322943 | 9187291261 | 383568 | RCABELLO | 10/28/2019 | | | | | | |
| 564506 | 5/19/2020 | QUEST DIAGNOSTICS, INC. | \$ 4,706.83 | HEALTH RELATED SERVICES | (Contract No. 17-020QUES) | 322945 | 9187094414 | 383580 | RCABELLO | 10/28/2019 | | | | | | |
| 564506 | 5/19/2020 | QUEST DIAGNOSTICS, INC. | \$ 4,287.33 | CLINICAL LABORATORY TESTS | (Contract No. 17-020QUES) | 321575 | 9187094431 | 381881 | RCABELLO | 10/7/2019 | | | | | | |
| 564506 | 5/19/2020 | QUEST DIAGNOSTICS, INC. | \$ 419.95 | CHARGES | (Contract No. 17-020QUES) | 322906 | 9187094395 | 383128 | | | | | | | | |
| | | Check No. 564506 Total | \$ 10,980.58 | | | | | | | | | | | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 319.08 | TIRES & TUBES | (Contract No. 17-039SOUT, Blanket Order (BO)) | 322542 | 4850039963 | BO ENTRY; 382704 | READS | 10/21/2019 | | | | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 60.00 | LABOR | | 322542 | 4850039963 | BO ENTRY; 382704 | READS | 10/21/2019 | | | | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 2,028.13 | AUTO & TRUCK MAINT.ITEMS | PO NUM 327017; (Contract No. 18-031STMR, Blanket Order (BO)) | | 4850040132 | 387842 | READS | 1/28/2020 | | | | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 587.10 | TIRES & TUBES | | | 4850040239 | 387842 | READS | 1/28/2020 | | | | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 9,089.60 | AUTO & TRUCK MAINT.ITEMS | | | 4850040133 | 391001 | | | 391282 | RCABELLO | 4/22/2020 | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 9,740.00 | TIRES & TUBES | | | 4850040133 | 391001 | | | 391282 | RCABELLO | 4/22/2020 | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 760.00 | AUTO & TRUCK MAINT.ITEMS | | 327017 | 4850040080 | 387842 | READS | 1/28/2020 | | | | | | |
| | | | | | (Contract No. 19-042SOUT, Blanket Order (BO)) | | | | | | | | | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 103.00 | AUTO & TRUCK MAINT.ITEMS | | 328945 | 4850040227 | 389684 | RCABELLO | 3/11/2020 | | | | | | |
| 564522 | 5/19/2020 | SOUTHERN TIRE MART, LLC. | \$ 103.00 | AUTO & TRUCK MAINT.ITEMS | | 328945 | 4850040228 | 389684 | RCABELLO | 3/11/2020 | | | | | | |
| | | Check No. 564522 Total | \$ 22,789.91 | | | | | | | | | | | | | |
| 564616 | 5/21/2020 | ANDERSON COLUMBIA CO., INC. Check No. 564616 Total | \$ 14,547.77 \$ 14,547.77 | ROAD AND HIGHWAY MATERIAL | (Contract No. 17-049ANDE, Blanket Order (BO)) | 319533 | 53951 | BO ENTRY; 379717 | RCABELLO | 8/28/2019 | | | | | | |
| 564625 | 5/21/2020 | BAY BRIDGE ADMINISTRATORS, LLC Check No. 564625 Total | \$ 19,173.33 \$ 19,173.33 | PAYROLL SUMMARY | | | 20200522 | | | | | | | | | |
| 564627 | 5/21/2020 | BAY BRIDGE ADMINISTRATORS, LLC | \$ 15,703.29 | PAYROLL SUMMARY | | | 20200522 | | | | | | | | | |

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

Time Period Selected: 05-18-20 to 05-22-2020
 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 |
| Check No. 564627 Total | | | \$ 15,703.29 | | | | | | | | | | | |
| 564640 | 5/21/2020 | CHEMTRADE CHEMICALS US, LLC. | \$ 6,123.52 | CHEMICAL,COMM,BULK | (Contract No. 14-084CHET, Blanket Order (BO)) | 312893 | 92884415 | BO ENTRY; 371757 | READS | 3/29/2019 | | | | |
| 564640 | 5/21/2020 | CHEMTRADE CHEMICALS US, LLC. | \$ 6,013.44 | CHEMICAL,COMM,BULK | | 312893 | 92884416 | BO ENTRY; 371757 | READS | 3/29/2019 | | | | |
| Check No. 564640 Total | | | \$ 12,136.96 | | | | | | | | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 2,244.00 | ROAD/HIGHWAY MATERIAL | (Contract No. 16-059CITY, Blanket Order (BO)) | 318769 | 5901 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 459.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5903 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 6,732.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5904 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 2,550.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5905 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 357.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5906 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 2,448.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5907 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 4,590.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5909 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 2,040.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5897 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| 564642 | 5/21/2020 | CITY READY MIX, INC. | \$ 2,040.00 | ROAD/HIGHWAY MATERIAL | | 318769 | 5899 | BO ENTRY; 379016 | READS | 8/14/2019 | | | | |
| Check No. 564642 Total | | | \$ 23,460.00 | | | | | | | | | | | |
| 564658 | 5/21/2020 | FIRST TRANSIT, INC. | \$ 40,380.83 | MANAGEMENT/OPERATION SERV | (As per Requisition No. 381972, for First Transit Management Fees) | 322547 | 11680241 | 381972 | READS | 10/21/2019 | | | | |
| Check No. 564658 Total | | | \$ 40,380.83 | | | | | | | | | | | |
| 564693 | 5/21/2020 | LAREDO FEDERAL CREDIT UNION | \$ 19,725.50 | PAYROLL SUMMARY | | | 20200522 | | | | | | | |
| Check No. 564693 Total | | | \$ 19,725.50 | | | | | | | | | | | |
| 564708 | 5/21/2020 | MILLIPORE CORPORATION | \$ 523.00 | FLEET MANAGEMENT ITEM | (As per Requisition No. 380915, for the Purchase of Water Distillation Equipment for Lab Testing at the North Laredo Wastewater Treatment Plant (Utilities Department)) | 321010 | 9366273 | 380915 | RCABELLO | 9/23/2019 | | | | |
| 564708 | 5/21/2020 | MILLIPORE CORPORATION | \$ 1,108.80 | LABOR | | 321010 | 9366273 | 380915 | RCABELLO | 9/23/2019 | | | | |
| 564708 | 5/21/2020 | MILLIPORE CORPORATION | \$ 9,233.22 | LABORATORY EQUIPMENT/ACC | | 321010 | 9366365 | 380915 | RCABELLO | 9/23/2019 | | | | |
| 564708 | 5/21/2020 | MILLIPORE CORPORATION | \$ 251.44 | FLEET MANAGEMENT ITEM | | 321010 | 9366365 | 380915 | RCABELLO | 9/23/2019 | | | | |
| Check No. 564708 Total | | | \$ 11,116.46 | | | | | | | | | | | |
| 564729 | 5/21/2020 | RCC ROOFING AND CONSTRUCTION, | \$ 34,500.00 | LABOR | (As per Requisition No. 388278, for the Renovation of the DD Hachar Recreation Center Restrooms (Parks Department)) | 327484 | 142 | 388278 | RCABELLO | 2/8/2020 | | | | |

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

Time Period Selected: 05-18-20 to 05-22-2020
 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 |
| Check No. 564729 Total | | | \$ 34,500.00 | | | | | | | | | | |
| 564740 | 5/21/2020 | SLAY ENGINEERING COMPANY, INC. | \$ 15,675.00 | FASKEN RECREATION CENTER | REQ#10845 EST.#3 SHADE | A19002 | 18-032-03 | | | | | | |
| 564740 | 5/21/2020 | SLAY ENGINEERING COMPANY, INC. | \$ 21,375.00 | FASKEN RECREATION CENTER | REQ#10844 EST.#2 SHADE | A19002 | 18-032-02 | | | | | | |
| Check No. 564740 Total | | | \$ 37,050.00 | | | | | | | | | | |
| 564742 | 5/21/2020 | STANDARD INSURANCE COMPANY | \$ 17,748.18 | PAYROLL SUMMARY | | | 20200522 | | | | | | |
| Check No. 564742 Total | | | \$ 17,748.18 | | | | | | | | | | |
| 564752 | 5/21/2020 | THE GUARDIAN LIFE INSURANCE CO | \$ 14,824.42 | PAYROLL SUMMARY | | | 20200522 | | | | | | |
| 564752 | 5/21/2020 | THE GUARDIAN LIFE INSURANCE CO | \$ 8,751.84 | PAYROLL SUMMARY | | | 20200522 | | | | | | |
| Check No. 564752 Total | | | \$ 23,576.26 | | | | | | | | | | |
| 564755 | 5/21/2020 | TOSHIBA FINANCIAL SERVICES | \$ 10,174.88 | COPIER LEASE | | | 67317566 | | | | | | |
| 564755 | 5/21/2020 | TOSHIBA FINANCIAL SERVICES | \$ 10,174.88 | COPIER LEASE | | | 67476099 | | | | | | |
| 564755 | 5/21/2020 | TOSHIBA FINANCIAL SERVICES | \$ 10,174.88 | COPIER LEASE | | | 67840712 | | | | | | |
| Check No. 564755 Total | | | \$ 30,524.64 | | | | | | | | | | |
| 564763 | 5/21/2020 | UNUM LIFE INSURANCE COMPANY OF | \$ 18,189.19 | PAYROLL SUMMARY | | | 20200522 | | | | | | |
| Check No. 564763 Total | | | \$ 18,189.19 | | | | | | | | | | |
| 564772 | 5/21/2020 | WEBB COUNTY AUDITOR'S OFFICE | \$ 16,409.92 | SALARY REIMBURSEMENTS | REQ#3343 APRIL 2020 | | Apr-20 | | | | | | |
| Check No. 564772 Total | | | \$ 16,409.92 | | | | | | | | | | |
| 564776 | 5/21/2020 | ZAPATA COUNTY TREASURY OFFICE | \$ 21,470.88 | SALARY REIMBURSEMENTS | REQ#3344 MAR-APR 2020 | | MAR-APR 2020 | | | | | | |
| Check No. 564776 Total | | | \$ 21,470.88 | | | | | | | | | | |
| 2200525 | 5/19/2020 | AETNA LIFE INSURANCE COMPANY | \$ 25,413.81 | INV ID TX 54-20139-0612 | 5/18/2020 DENTAL CLAIMS | | | | | | | | |
| Wire Transfer No. 2200525 Total | | | \$ 25,413.81 | | | | | | | | | | |
| 2200534 | 5/21/2020 | STANDARD INSURANCE COMPANY | \$ 21,702.95 | APRIL 2020 MONTHLY PREM - | POLICY #754407A & 754407B | | | | | | | | |
| Wire Transfer No. 2200534 Total | | | \$ 21,702.95 | | | | | | | | | | |

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.