




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

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To: Honorable Mayor & Members of the City Council

CC: Horacio De Leon, Jr., City Manager  
Cynthia Collazo, Deputy City Manager  
Martin Aleman, Executive Director of Finance & Technology  
Kristina L. Hale, City Attorney  
Homero Vasquez Garcia, Information Svcs & Telecomm Director  
Jose F. Castillo, Assistant Financial Services Director  
Miguel Pescador, Purchasing Agent

From: Veronica Urbano-Baeza, Internal Auditor 

Date: January 5, 2018

Subject: Friday Packet: Compiled Weekly Check Register Report with City Manager  
Authorizations for Week Ending December 29, 2017

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Enclosed is the Compiled Weekly Check Register report with the specifications noted below for the week ending December 29, 2017 with City Manager authorizations, if applicable, as requested by City Council on July 24, 2017. The enclosed report consists of source data extracted from the I-Series System through a query developed by our IT Department. Specifically, the report reflects checks, electronic funds transfers (EFT) and wire transfers issued within the time period specified and with a dollar range specified of \$7,001 to \$49,999 with corresponding City Manager authorizations. 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 IT Department and Financial Services Department staff for providing us with assistance on this request. If you should have any questions regarding this report, please feel free to contact me at my office at (956) 790-1808. Thank you.

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

Time Period Selected: 12-25-2017 to 12-29-2017

Amount Range Selected: \$7,001 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 Date	Requisition #2	Approval #2	Approval #2 Date	Requisition #3	Approval #3	Approval #3 Date	
8223	12/28/2017	CENTERPOINT ENERGY GAS SERVICE EFT No. 8223 Total	\$ 9,983.66 \$ 9,983.66	401 SCOTT / CNG GAS	MONTHLY FEE SERVICE		3008724										
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 1,634.00	PROFESSIONAL SERVICES		288894	10364	347205	READS	10/11/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 1,128.75	SECURITY,FIRE & SAFETY SE		289290	10362	347984	CCOLLAZO	10/18/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 526.75	SECURITY,FIRE & SAFETY SE		289380	10365	347754	CCOLLAZO	10/20/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 430.00	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290421	10363	348524	CCOLLAZO	11/3/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 567.60	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290523	10368	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 946.00	SECURITY,FIRE & SAFETY SE		290523	10368	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 189.20	SECURITY,FIRE & SAFETY SE		290523	10368	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 189.20	SECURITY,FIRE & SAFETY SE		290523	10368	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 180.60	SECURITY,FIRE & SAFETY SE		290523	10369	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 301.00	SECURITY,FIRE & SAFETY SE		290523	10369	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 60.20	SECURITY,FIRE & SAFETY SE		290523	10369	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 60.20	SECURITY,FIRE & SAFETY SE		290523	10369	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 177.11	SECURITY,FIRE & SAFETY SE		290523	10370	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 295.20	SECURITY,FIRE & SAFETY SE		290523	10370	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 59.04	SECURITY,FIRE & SAFETY SE		290523	10370	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 59.04	SECURITY,FIRE & SAFETY SE		290523	10370	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 243.49	SECURITY,FIRE & SAFETY SE		290523	10371	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 405.82	SECURITY,FIRE & SAFETY SE		290523	10371	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 81.16	SECURITY,FIRE & SAFETY SE		290523	10371	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 81.16	SECURITY,FIRE & SAFETY SE		290523	10371	346758	CCOLLAZO	11/8/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 645.00	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290770	10374	349546	CCOLLAZO	11/14/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 559.00	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290818	10367	349517	CCOLLAZO	11/14/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 623.50	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290819	10366	349521	CCOLLAZO	11/14/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 1,032.00	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	290847	10360	349437	MALEMAN	11/16/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 2,709.00	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	291043	10361	349734	MALEMAN	11/21/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 956.75	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	291478	10375	350175	CCOLLAZO	12/4/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 989.00	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	292336	10352	351278	CCOLLAZO	12/21/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 989.00	SECURITY,FIRE & SAFETY SE		292336	10373	351278	CCOLLAZO	12/21/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR	\$ 1,182.60	SECURITY,FIRE & SAFETY SE	(Contract No. 17-066EYEV)	292337	10351	351287	CCOLLAZO	12/21/2017							
8225	12/28/2017	EYEVUE INVESTIGATIONS & SECUR EFT No. 8225 Total	\$ 1,343.00 \$ 18,644.37	SECURITY,FIRE & SAFETY SE		292337	10372	351287	CCOLLAZO	12/21/2017							
8230	12/28/2017	LAREDO MECHANICAL INDUSTRIAL	\$ 2,500.00	AUTO/TRUCK MAINT ITEMS	(Contract No. 17-003LMEC, Blanket Order (BO))	275791	1236	333009	BO ENTRY; READS	11/30/2016							
8230	12/28/2017	LAREDO MECHANICAL INDUSTRIAL	\$ 1,740.00	AUTO/TRUCK MAINT ITEMS		275791	1237	333009	BO ENTRY; READS	11/30/2016							
8230	12/28/2017	LAREDO MECHANICAL INDUSTRIAL	\$ 3,800.00	AUTO/TRUCK MAINT ITEMS	(Contract No. 17-034LMEC, Blanket Order (BO))	283043	1240	341031	READS	5/24/2017							
8230	12/28/2017	LAREDO MECHANICAL INDUSTRIAL	\$ 14,732.00	EQUIPMENT MAINT & REPAIR		291059	1238	346934	MALEMAN	11/22/2017							
8230	12/28/2017	LAREDO MECHANICAL INDUSTRIAL EFT No. 8230 Total	\$ 4,910.00 \$ 27,682.00	EQUIPMENT MAINT & REPAIR		291059	1239	346934	MALEMAN	11/22/2017							
8232	12/28/2017	LF ENTERPRISE	\$ 780.00	PROMOTIONAL		287120	2017-267	344417	CCOLLAZO	8/11/2017							
8232	12/28/2017	LF ENTERPRISE	\$ 5,459.00	PROMOTIONAL		290862	2017-259	349597	CCOLLAZO	11/17/2017							

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								Requisition #1	Approval #1	Approval Date	Requisition #2	Approval #2	Approval Date	Requisition #3	Approval #3	Approval Date
8232	12/28/2017	LF ENTERPRISE EFT No. 8232 Total	\$ 5,390.00 \$ 11,629.00	PROFESSIONAL SERVICES	(As per Requisition No. 349520, for the purchase of promotional items for upcoming conferences for the Airport.)	290890	2017-261	349520	MMALDONADO	11/20/2017						
8238	12/28/2017	PARRA & CO., LLC. EFT No. 8238 Total	\$ 14,676.00 \$ 14,676.00	OFFICE SUPPLIES	(As per Requisition No. 327861, for the preparation of the Operation & Maintenance Manual and Standard Operating Procedures for the South Laredo Wastewater Treatment Plant (Approved by City Council on August 15, 2016 (Motion No. 45))	270935	REQ.#14	327861	READS	8/18/2016						
8244	12/28/2017	SILSBEE FORD, INC. EFT No. 8244 Total	\$ 600.00 \$ 25,434.75 \$ 26,034.75	CHARGES VEHICLES PURCHASE		285853	07575F	343222	CCOLLAZO	7/31/2017						
8245	12/28/2017	SQUARE E SERVICES, LLC. EFT No. 8245 Total	\$ 32,940.00 \$ 32,940.00	EQUIPMENT MAINT & REPAIR	(Contract No. 13-068SQUA, Blanket Order (BO))	290456	3317-742	BO ENTRY; 348200	CCOLLAZO	11/3/2017						
511935	12/26/2017	ALC CONSTRUCTION CO. Check No. 511935 Total Retainage Amount Noted on Check No. 511935 Check No. 511935 Net Total	\$ 27,500.00 \$ 27,500.00 \$ (2,750.00) \$ 24,750.00	CDBG SIDEWALK PROJ.DIST.	REQ.#11898 VIII(20 CITY B	A17054	EST.#1									
511938	12/26/2017	CAMP, DRESSER & MCKEE, INC. Check No. 511938 Total	\$ 29,400.00 \$ 29,400.00	SOUTH LAREDO WWTP 6MGD	REQ#122017-63 EXPANSION	A08103	90034375 REQ#63									
511949	12/26/2017	TEXAS ACADEMY OF ANIMAL CONTRO Check No. 511949 Total	\$ 7,159.10 \$ 7,159.10	BASIC ACO CERTIFICATION	REQ#1166 FOR COURSES		171226LDOREMOTE									
511958	12/28/2017	CENTURYLINK	\$ 9,962.88	FINANCIAL SERVICES		290833	R100300073	349561	CCOLLAZO	11/16/2017						
511958	12/28/2017	CENTURYLINK Check No. 511958 Total	\$ 9,962.88 \$ 19,925.76	FINANCIAL SERVICES		290833	R090100082	349561	CCOLLAZO	11/16/2017						
511972	12/28/2017	LAKE COUNTRY CHEVROLET, INC.	\$ 300.00	CHARGES		288880	F42168	346860	CCOLLAZO	10/11/2017						
511972	12/28/2017	LAKE COUNTRY CHEVROLET, INC. Check No. 511972 Total	\$ 45,870.30 \$ 46,170.30	VEHICLES PURCHASE		288880	F42168	346860	CCOLLAZO	10/11/2017						
511977	12/28/2017	MAGIC IN THE SKY, LLC.	\$ 20,000.00	PROFESSIONAL SERVICES		292406	NEW YEARS 2018	351056	RCHAVEZ	12/26/2017						

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								Requisition #1	Approval #1	Approval #1 Date	Requisition #2	Approval #2	Approval #2 Date	Requisition #3	Approval #3	Approval #3 Date
<b>Check No. 511977 Total</b>			<b>\$ 20,000.00</b>													
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 2,129.40	PUBLIC WORKS & RELATED SE	(Contract No. 15-050MOVC)	280942	E 88981	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 1,419.60	PUBLIC WORKS & RELATED SE		280942	E 88982	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 2,129.40	PUBLIC WORKS & RELATED SE		280942	E 88983	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 2,129.40	PUBLIC WORKS & RELATED SE		280942	E 88984	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 2,129.40	PUBLIC WORKS & RELATED SE		280942	E 88985	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 1,419.60	PUBLIC WORKS & RELATED SE		280942	E 88986	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 1,419.60	PUBLIC WORKS & RELATED SE		280942	E 88990	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 709.80	PUBLIC WORKS & RELATED SE		280942	E 88991	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 709.80	PUBLIC WORKS & RELATED SE		280942	E 88992	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 2,129.40	PUBLIC WORKS & RELATED SE		280942	E 88993	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 1,419.60	PUBLIC WORKS & RELATED SE		280942	E 88996	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 2,129.40	PUBLIC WORKS & RELATED SE		280942	E 88997	338558	READS	4/3/2017	346700	READS	10/3/2017			
511983	12/28/2017	MOVAC ENVIRONMENTAL, INC.	\$ 1,419.60	PUBLIC WORKS & RELATED SE		280942	E 88998	338558	READS	4/3/2017	346700	READS	10/3/2017			
<b>Check No. 511983 Total</b>			<b>\$ 21,294.00</b>													
512008	12/28/2017	SEPULVEDA ASSOCIATES	\$ 6,000.00	FIRE STATION NO.8	REQ#11901 EST.#10 REPLCMT (As per Requisition No. 318306, for Architectural and Engineering Services for the South Laredo Wastewater Treatment Plant Administration Building; Approved by City Council on December 7, 2015 (Motion No. 42))	A16037	EST.#10									
512008	12/28/2017	SEPULVEDA ASSOCIATES	\$ 12,190.00	OFFICE SUPPLIES		262109	EST.#05	318306	JOLIVARES	1/28/2016						
<b>Check No. 512008 Total</b>			<b>\$ 18,190.00</b>													
512013	12/28/2017	SOUTH TEXAS TESTING LABORATORI	\$ 10,770.00	PROFESSIONAL SERVICES	(As per Requisition No. 343545, for Geotechnical Subsurface Soils Investigation Services for the Water Lines Replacement Project for Lane Street)	286119	EST.#1 12/11/17	343545	READS	7/20/2017						
<b>Check No. 512013 Total</b>			<b>\$ 10,770.00</b>													
512042	12/28/2017	WESTNET, INC.	\$ 40,024.80	PROFESSIONAL SERVICES	(As per Requisition No. 346927, for Annual Maintenance on Alerting System at Fire Stations)	289146	24285	346927	CCOLLAZO	10/16/2017						
<b>Check No. 512042 Total</b>			<b>\$ 40,024.80</b>													

Items in Blue Font Added by Internal Audit



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								Requisition #1	Approval #1	Approval #1 Date	Requisition #2	Approval #2	Approval #2 Date	Requisition #3	Approval #3	Approval #3 Date			
				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.															