




Leo Flores  
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## MEMORANDUM

To: Mike Villarreal,  
Constable Precinct 2

From: Cynthia Gutierrez   
Claims Processing Supervisor

Ref: Request #62 payable to RZ Communications for \$900.00

Date: October 7, 2015

The referenced General Purpose Request for Payment should have been processed through a Purchase Order.

*Local Government Code 262.011d A person other than the county purchasing agent may not make the purchase of the supplies, materials, or equipment or make the contract for repairs.*

*Local Government Code 113.901a A county auditor may not audit or approve an account for the purchase of supplies or materials for the use of the county or of a county officer unless a requisition, ...is attached to the account. The requisition requirement is in addition to any other requirements of law.*

Since the Webb County Purchasing Agent was not involved in the purchase represented by the referenced request for payment, Webb County is not liable for payment. If you wish to present this "bill" to the Webb County Commissioners Court for consideration please do so. If Commissioners Court decides that it is in the best interest of the county to pay this bill please return it to the Auditor's office for further processing. If Commissioners Court refuses to authorize payment of this "bill" then its payment will be the personal responsibility of the person who ordered the referenced goods or services.

If your department was refused a purchase order for this purchase please provide a copy of the Purchasing Agent's reason. The purchasing agent's refusal to issue a purchase order when an invoice predates the "request/requisition" date is not an acceptable reason for using a Request for Payment.

Emergency purchases may be made following the procedure spelled out in the Webb County Purchasing Agent's memorandum of January 5, 2012 (attached).

Cc: Ramiro Martinez, Chief Deputy  
Leticia Gutierrez, Interim Purchasing Agent

RZ Communications  
4601 Maher Ave  
Laredo, TX 78041