



APPROVED

AA 1/12/24



Reporting Period : 12/1/2023 - 12/29/2023

Balance: 57160

Statement Summary

Name	Robert Rizo	Company	City Of Kyle
Account #	XXXX-XXXX-XXXX-4591	Currency	US Dollar
Reporting Period	12/1/2023 - 12/29/2023		

Trans Date	Post Date	Merchant Name	Description	Receipt	Amount
✓ 1 11/29/2023	12/1/2023	The Texican Cafe Kyle Kyle, TX	Purchase The Texican Cafe Kyle		42.73
	240100110	05923		1100-00000-112391	
✓ 2 12/12/2023	12/13/2023	McDonalds F28463 Flatonia, TX	Purchase McDonalds F28463		26.04
	111	03339		1100-00000-112391 1100-10003-521730	Receipt found 1/10/24
✓ 3 12/13/2023	12/15/2023	Westin (Westin Hotels) Houston, TX	Purchase Westin (Westin Hotels)		400.69
	112	05348		1100-10003-511710	

Transaction Count: 3

✓ Total: 469.46

Employee Signature _____

Date _____

Authorized Approver Signature _____

Date _____

~~\$ 68.77~~ - Deduct
\$ 42.73

167

Buy One Get One Any Sandwich
(equal or lesser value)
by visiting www.mcdvoice.com
Validation code: _____

Expires in 30 days
Survey Code:
28463-01671-21223-18488-00260-4

McDonald's Restaurant #28463
709 N LAGRANGE
FLATONIA, TX 78941
TEL# 361 865 3730

Thank You Valued Customer

KS# 1 12/12/2023 06:48 PM
Sidel Order 67

1 Db1 Qtr Ch MI-Lrg	10.19
1 Db1 Qtr Cheese	
NO American Cheese	
1 L Sweet Iced Tea	
1 McDouble	2.69
1 Qtr Chs Dix MI-Lrg	9.19
1 L Sweet Iced Tea	
1 L Coke	1.99
Subtotal	24.06
Tax	1.98
Take-Out Total	26.04
Cashless	26.04
Change	0.00

MER# 273436
CARD ISSUER ACCOUNT#
Visa SALE *****4591
TRANSACTION AMOUNT 26.04
CHIP READ
AUTHORIZATION CODE - 048870
SEQ# 138328
AID: A0000000031010

McDonald's Restaurant

Sign up for myMcDonald's rewards
to earn points on future visits

The Texican Cafe - Kyle
856 Kohlers Crossing #300
Kyle, TX 78640
(512)262-7680

11/29/2023 7:28 pm
Order: 243964
Name: Table 208
Server: Jesse

Check: 1

Card Type: Visa
Card Number: ...4591
Auth Code: 078050
Ref No: 333401501534
Tran Type: Sale
Entry: Chip

TVR: 8080008000
AID: A0000000031010
TSI: 6800
ATC: 0001
APPLAB: VISA CREDIT

Check Total 42.73

Charge Amount 42.73

Tip _____

Total _____

X _____

RIZO/ROBERT

Merchant copy

Re: WF Credit cards

Robert Rizo <rrizo@cityofkyle.com>

Mon 12/4/2023 9:13 AM

To: Jennifer Kirkland <Jholm@cityofkyle.com>

Jeniffer on my ticket I turned in last week dinner with City manager, Discussing Water issue.



Robert Rizo Council Member

District 2 , City of Kyle

Email: RRizo@cityofkyle.com

Phone: 512-659-6744

From: Jennifer Kirkland <Jholm@cityofkyle.com>

Sent: Monday, December 4, 2023 9:06:01 AM

To: Robert Rizo <rrizo@cityofkyle.com>

Subject: Fw: WF Credit cards

Council Member Rizo,

In accordance with the Council expense and reimbursement policy, your credit card statement for November is attached for your review.

Jennifer Kirkland, TRMC

My office has moved!
1700 Kohlers Crossing

City Secretary

Assistant to the City Manager

City of Kyle

Pie Capital of Texas®

jholm@cityofkyle.com

(o) 512.262.3981

#TeamKyle Core Values: Knowledge, Yes-Attitude, Leading Edge and Employee Accountability

From: Yvette Aleman <yaleman@cityofkyle.com>

Sent: Friday, December 1, 2023 9:39 AM

To: Jennifer Kirkland <Jholm@cityofkyle.com>

Cc: Bryan Langley <BLangley@cityofkyle.com>

Subject: WF Credit cards

Good morning,

Attached is your credit card statement for November 2023. Please review it and return it to me via email by the end of the day on Friday, December 8, 2023. Please note that the process will be a little different moving forward.

1. If a charge is for training/conference- you must write who attended the training, the name of the training, and the location of the training.
Example: Yvette Aleman - College Station, TX - GFOAT Training
2. If a charge is for a vehicle- make sure you write down the unit #
Example: Unit #1601 - Oil change, new tires, and installation (only if not clear on the invoice)
3. Meals outside of training - Write down what it was for.
Example: Yvette Aleman - Lunch w/ Perwez Moheet - to review audit
4. Make sure you do not write on the edge of the paper. Some of the information is cut off when I print it.

We need you to be transparent so that if Finance, your CM/ACM, or Auditors have any questions we can refer to the notes in your backup. Let me know if you have any questions.

Yvette Aleman

Staff Accountant
City of Kyle
100 W. Center Street
Kyle, TX 78640
Direct Line (512) 262-3972
Fax (512) 262-3987

#TeamKyle Core Values: Knowledge, Yes-Attitude, Leading Edge and Employee Accountability

Westin Galleria
5060 West Alabama
Houston, TX 77056
United States
Tel: 713-960-8100 Fax: 713-960-6553



ROBERT RIZO
Xxx
Xxx, NE, 11111
United States Of America

Page Number : 1
Guest Number : 4221823
Folio ID : A
Arrive Date : 12-12-23 20:33
Depart Date : 12-13-23 10:38
No. Of Guest : 1
Room Number : 1838
Marriott Bonvoy Number :

Westin Galleri HOUGW JAN-03-2024 14:29 ARAMO254

Date	Reference	Description	Charges/Credits (USD)
12-12-23	RT1838	Room Chrg - Standard Retail	359.00
12-12-23	RT1838	County Tax	14.36
12-12-23	RT1838	City/Local Tax	25.13
12-12-23	RT1838	State Cost-Recovery Fee	2.20
12-13-23	VI	Visa-4591	-400.69

Approve EMV Receipt for VI - 4591: Signature Captured
TC:94BE683EB913470C IAD:06011203A09000 TVR:8080008000
AID:A0000000031010 Application Label:VISA CREDIT

*** Balance 0.00

I agreed to pay all room & incidental charges.



Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Tell us about your stay. www.westin.com/reviews

Bring the Westin experience home. Shop WestinStore.com.

Re: WF Credit cards

Jennifer Kirkland <Jholm@cityofkyle.com>

Thu 1/4/2024 11:30 AM


To: Yvette Aleman <yaleman@cityofkyle.com>

Yvette,

Here is my statement:

 [2023 1229 Wells Fargo CC - JK.pdf](#)


Miguel Zuniga (There are two charges coded to the receivable line - he said to pull from his next payroll):

 [2023 1229 Wells Fargo CC - MZ.pdf](#)


Daniela Parsley:

 [2023 1229 Wells Fargo CC - DP.pdf](#)

Robert Rizo (He has one non-itemized receipt and one missing receipt):

 [2023 1229 Wells Fargo CC - RR.pdf](#)

Bear Heiser (He may get his one missing receipt to me - I don't know yet):

 [2023 1229 Wells Fargo CC - BH.pdf](#)

I have received only one receipt for \$321.48 from the mayor. I'll keep you posted.

Jennifer

From: Jennifer Kirkland <Jholm@cityofkyle.com>


Sent: Tuesday, January 2, 2024 4:47 PM

To: Yvette Aleman <yaleman@cityofkyle.com>

Subject: Re: WF Credit cards

Yvette,

Here is Bryan's statement:

 [2023 1229 Wells Fargo CC - BL.pdf](#)

Here is Ashlee Bradshaw's statement:

 [2023 1229 Wells Fargo CC - AB.pdf](#)

Jennifer

From: Yvette Aleman <yaleman@cityofkyle.com>

Sent: Tuesday, January 2, 2024 7:51 AM

To: Jennifer Kirkland <Jholm@cityofkyle.com>

Cc: Bryan Langley <BLangley@cityofkyle.com>

Subject: WF Credit cards



Kyle, TX

Payable Register

Payable Detail by Vendor Name

Packet: APPKT05760 - R. Rizo - January 2023 CC Statement

Payable #	Payable Type	Post Date	Item Date	Due Date	Discount Date	Separate Ck	1099	On Hold	Amount	Tax	Shipping	Discount	Total	
Payable Description	Bank Code			Reference										
Vendor: 03339 - MCDONALD'S												Vendor Total:	26.04	
✓ 12.12.23 RR	Invoice	✓ 1/8/2024	✓ 12/12/2023	12/12/2023	12/12/2023	No	No	No	26.04	0.00	0.00	0.00	✓ 26.04	
Meals - Robert Rizo		WF - Operating - Wells Fargo - Operating												
Payment Date 1/8/2024	Bank Draft	240100111	Check Stock	Stub Comment										
Items														
✓ Item Description	Commodity					Use Tax	Units	Price	Amount	Tax	Shipping	Discount	Total	
Meals - Robert Rizo	Service					0.00	0.00	0.00	26.04	0.00	0.00	0.00	26.04	
Distributions														
Account Number	Account Name	Project Account Key					Amount	Percent						
✓ 1100-10003-521730	Food/Meals						26.04	100.00%						
Vendor: 05923 - TEXICAN CAFE												Vendor Total:	42.73	
✓ 11.29.23 RR	Invoice	✓ 1/8/2024	✓ 11/29/2023	11/29/2023	11/29/2023	No	No	No	42.73	0.00	0.00	0.00	✓ 42.73	
Personal/Lost invoice - will reim. COK		WF - Operating - Wells Fargo - Operating												
Payment Date 1/8/2024	Bank Draft	240100110	Check Stock	Stub Comment										
Items														
✓ Item Description	Commodity					Use Tax	Units	Price	Amount	Tax	Shipping	Discount	Total	
Personal/Lost invoice - will reim.	Service					0.00	0.00	0.00	42.73	0.00	0.00	0.00	42.73	
Distributions														
Account Number	Account Name	Project Account Key					Amount	Percent						
✓ 1100-00000-112391	A/R - City Council						42.73	100.00%						
Vendor: 05348 - WESTIN HOTEL												Vendor Total:	400.69	
✓ 12.13.23 RR	Invoice	✓ 1/8/2024	✓ 12/13/2023	12/13/2023	12/13/2023	No	No	No	400.69	0.00	0.00	0.00	✓ 400.69	
Hotel - Robert Rizo		WF - Operating - Wells Fargo - Operating												
Payment Date 1/8/2024	Bank Draft	240100112	Check Stock	Stub Comment										
Items														
✓ Item Description	Commodity					Use Tax	Units	Price	Amount	Tax	Shipping	Discount	Total	
Hotel - Robert Rizo	Service					0.00	0.00	0.00	400.69	0.00	0.00	0.00	400.69	
Distributions														
Account Number	Account Name	Project Account Key					Amount	Percent						
✓ 1100-10003-511710	Travel - City Business						400.69	100.00%						

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	3	469.46	0.00	0.00	0.00	469.46	469.46	0.00
Grand Total:		469.46	0.00	0.00	0.00	✓ 469.46	✓ 469.46	0.00

Account Summary

Account	Name	Amount
<u>1100-00000-112391</u>	A/R - City Council	42.73
<u>1100-10003-511710</u>	Travel - City Business	400.69
<u>1100-10003-521730</u>	Food/Meals	26.04
	Total:	469.46