



Thomas A. Dio

Justice of the Peace, Precinct 2

201 W Austin St Port Lavaca, TX 77979

(361) 553-4622 · Fax (361) 553-4625

February 11, 2026

Lucy Dio
County Auditor
202 S. Ann St., Suite B
Port Lavaca, TX 77979

Dear Ms. Dio:

I have received your letter regarding the cash count of my office on February 5, 2026. The petty cash has been set at \$200.00 prior to my taking office in January of 2022. The cash count resulted in a shortage of \$15.00. As stated in your letter I am notifying you the amount is replenished to total the authorized \$200.00. Please be advised after further review I do not find it necessary to keep petty cash on hand. Any further transactions from this office will result in a purchase order for reimbursement if necessary. I will take the necessary steps in turning in the \$200.00 to the county treasurer and request to be on the next available county agenda to make these changes.

I appreciate you and your staff's assistance and diligence in conducting the audit and cash count. It is always my goal to have my office be in compliance and be of any assistance. If you have any questions or concerns please reach out to me.

Respectfully,

A handwritten signature in black ink that reads "Thomas A. Dio".

Thomas A. Dio
Justice of the Peace Pct. 2
201 W. Austin St.
Port Lavaca, TX. 77979
361-553-4619 or fax 361-5536-4625