

COMMERCIAL ACCOUNT REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a commercial account for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

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| Department: | Judge Mario E. Ramirez, Juvenile Justice Center | |
| Commercial Acct Requested: | HOME DEPOT | |
| Billing Address: | P.O. BOX 267, Edinburg, TX 78540 | |
| Number of Cards (if applicable) | 3 | |
| Commercial Acct Manager: | Elena Gaitan | |
| | This person can not have use of the account | |
| Phone Number: | 956-587-6200 | County Email: |
| | Elena.gaitan@jpd.co.hidalgo.tx.us | |
| Hidalgo Co Acct Number: | | |
| Requested By: | Israel "Buddy" Silva, Jr. | |
| | Sign & Print Elected/Official Supervisor/Director | |
| On behalf of my department, I hereby request the commercial account for the following department. I understand that the account is to be used for the purpose of obtaining county related items for the designated Hidalgo County department for which the account is issued. | | |

For Purchasing Department Use Only

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| Approved by Commissioners Court On: | | |
| Reviewed by Commercial Account Administrator: | | |
| Account Received by Dept on: | Date Returned/Cancelled: | |
| Account Received by Department: | Sign & Print Authorized Elected Official/Supervisor/Director | |

| User Name | DOB | User ID (6 digits) | DBM Use Only License Verification | Purchasing Dept. Use Only Training Date & Signed Commercial Acct Policy |
|------------------|------------|-------------------------------|--|--|
| Richard Garza | 7/24/74 | 078913 | | |
| Rene De Luna | 6/26/60 | 095192 | | |
| Alfonzo De Luna | 2/21/45 | 175692 | | |
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