

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.

Department:	Judge Mario E. Ramirez, Juvenile Justice Center	
Commercial Acct Requested:	LOWE'S	
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:
	<u>Elena.gaitan@jpd.co.hidalgo.tx.us</u>	
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

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)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> 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		