

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:	<u>Facilities Management</u>
Commercial Acct Requested:	<u>Home Depot ADP USERS</u>
Billing Address:	<u>PO BOX 1356 EDINBURG TX 78539</u>
Number of Cards (if applicable)	<u>Eleven (11) new cards</u>
Commercial Acct Manager:	<u>ALMA YBARRA</u>
	<small>This person can not have use of the account</small>
Phone Number:	County Email:
Hidalgo Co Acct Number:	<u>Various Accounts</u>
Requested By:	<u>RICHARD SUNDAY</u>
	<small>Sign & Print Elected/Official Supervisor/Director</small>

On behalf of my department, I hereby request the commercial account for the following department. I understand that the account be used for the purpose of obtaining county related items for the designated Hidalgo County department for which the account is issued.

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	_____
Reviewed by Commercial Account Administrator:	_____
Account Received by Department on:	Date Returned/Cancelled: _____
Account Received by Department:	_____
	<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>

