



Hidalgo County Purchasing Department Purchasing Request Form

In order to assist the Purchasing Department in the procurement process, please complete this form with all the pertinent information and return to the Purchasing Department in person, via facsimile to (956) 318-2629 or 292-7612 or email to: darlene.betancourt@co.hidalgo.tx.us or oscarg.garza@co.hidalgo.tx.us **(Requests will be processed on a first come, first basis)**

Request Date: APRIL 21, 2010	
Department: PRECINCT NO. 2	
Name of Approving Elected Official/Department Head/Supervisor: COMMISSIONER HECTOR "TITO" PALACIOS	
Point of Contact: RAUL E. SESIN, P.E., PLANNING ADMINISTRATOR	Contact Phone Number: (956) 318-2840 Contact Fax Number: (956) 318-2844
Contact E-Mail: nora.cavazos@hchd.org ; raul.sesin@co.hidalgo.tx.us	
Budget Account Number: 01339431001220390733	
Signature of Approving Elected Official/Department Head/Supervisor:	
Estimated Date Goods/Services are required: APRIL 27, 2010	
<p>Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required.</p> <p>Requesting authority to advertise for the Alamo Road Crossing Drainage Improvements in connection with the Cesar Chavez Drainage Ditch System Project with plans and specifications developed and drafted by Hidalgo County through the Planning Department.</p>	
FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department	
<u>Procurement Manager Notes:</u>	
<u>Assigned to Buyer:</u>	
<u>Date Assigned:</u>	
<u>Project Type:</u>	
<u>Project Number:</u>	
<u>Notified Department on:</u>	
<u>Special Instructions by Procurement Manager:</u>	