



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: ALL DEPARTMENT HEADS – TAX ASSESSOR/COLLECTOR OFFICE
FROM: Eric Trevino
Hidalgo County Purchasing Department
DATE: July 22, 2010
RE: Approval of Specifications For: – Hidalgo County Tax Assessor/Collector -“Printing and Mailing of 2010 Tax Statements, Tax Rolls and Envelopes” Bid No. 2010-269-00-00-ERT

Please review the following **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specification is **NOT** met, make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

If your answer is **DISAPPROVE**, please modify as necessary in order to meet your specifications and return the revised copy via fax to the designated Buyer in the Purchasing Department.

If you have any questions, please call us at (956) 318-2626 ext # 4882 (Eric)

APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVE WITH MODIFICATIONS <input checked="" type="checkbox"/>	

Funds Availability: YES / NO/

Other (Specify) _____

Budget Account No.: 0-1100-415-15-140-001-0-350

Armando Barrera Jr Tax Office 7/26/10
SIGNATURE PRINTED NAME DEPARTMENT DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: eric.trevino@co.hidalgo.tx.us preferably by no later than Wednesday July 28, 2010 @ 5:00 P.M. or at your earliest convenience in order to attach it to the agenda item for Commissioners Court. Thank You.

Enclosures