



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 oscar.garza@co.hidalgo.tx.us (**Requests will be processed on a first come, first basis**)

Request Date: 11-05-10	
Department: HIDALGO COUNTY FACILITIES MANAGEMENT	
Name of Approving Elected Official/Department Head/Supervisor:	
Point of Contact: RICHARD SUNDAY	Contact Phone Number: 956-289-7850 Contact Fax Number:
Contact E-Mail RICHARD.SUNDAY@CO.HIDALGO.TX.US	
Budget Account Number: 0-1336-419-40-220-043-0-452	
Signature of Approving Elected Official/Department Head/Supervisor: <i>Richard Sunday</i>	
Estimated Date Goods/Services are required: <i>FOR BOY CAZARES DA'S OFFICE, NEED PARTITIONS INSTALLED BY 24 NOV. 2010</i>	
Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required. INSTALLATION OF SOLID PLASTIC PARTIONS FOR THE 3RD.FLOOR RENOVATION PROJECT AT THE OLD ADMIN.BUILDING	
FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department	
Procurement Manager Notes:	
Assigned to Buyer:	
Date Assigned:	
Project Type:	
Project Number:	
Notified Department on:	
Special Instructions by Procurement Manager:	