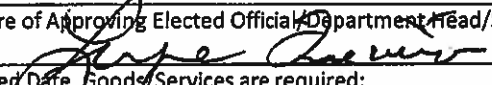




## Hidalgo County Purchasing Department Purchasing Request Form

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](mailto:darlene.betancourt@co.hidalgo.tx.us) or [oscar.garza@co.hidalgo.tx.us](mailto:oscar.garza@co.hidalgo.tx.us) (**Requests will be processed on a first come, first basis**)

Request Date: November 18, 2010	
Department: Hidalgo County Sheriff's Office	
Name of Approving Elected Official/Department Head/Supervisor: Guadalupe "Lupe" Trevino, Sheriff	
Point of Contact: <b>Myra Montoya</b>	Contact Phone Number: 956-393-6024 Contact Fax Number: 956-393-6027
Contact E-Mail <a href="mailto:myra.montoya@hidalgo.org">myra.montoya@hidalgo.org</a>	
Budget Account Number: 0-1100-421-00-280-001-0-741 and 0-1229-421-00-280-007-0-741	
Signature of Approving Elected Official/Department Head/Supervisor: 	
Estimated Date Goods/Services are required: December 13, 2010	
Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required.  2011 Ford Expedition	
<b>FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department</b>	
<b>Procurement Manager Notes:</b>	
<b>Assigned to Buyer:</b>	
<b>Date Assigned:</b>	
<b>Project Type:</b>	
<b>Project Number:</b>	
<b>Notified Department on:</b>	
<b>Special Instructions by Procurement Manager:</b>	



J.

TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$ 23,502.00

Statement  
Cash

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23,502.00  
- 18,971.00

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need. 4,531.00

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