


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:	Hidalgo County Pct. 1
Commercial Acct Requested:	Home Depot Weslaco, TX
Billing Address:	1902 Joe Stephens Ave Ste. 101 Weslaco, TX 78596
Number of Cards (if applicable)	4
Commercial Acct Manager:	Joann Gonzalez
	This person can not have use of the account
Phone Number:	956-973-7815 County Email: joann.gonzalez@co.hidalgo.tx.us
Hidalgo Co Acct Number:	1-1100-432-00-121-001-0-XXX 1-1100-452-00-121-013-0-XXX 1-1200-431-00-121-005-0-XXX 1-1200-431-00-121-004-0-XXX
Requested By:	 Commissioner Joel Quintanilla, Pct. 1 Sign & Print Elected/Official Supervisor/Director
On behalf of my department, I hereby request the commercial account for the following department. I understand that the account is to 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 Dept on:	_____
	Date Returned/Cancelled: _____
Account Received by Department:	_____
	Sign & Print Authorized Elected Official/Supervisor/Director

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Commercial Acct Policy
Mike Janssen	8/29/55	101753		
Santiago Zavala	8/21/59	087548		
Rick Medrano	09/22/74	086444		
Fred Garza	5/9/67	166574		