



# 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:	04/20/11		
Department:	Pct. # 1		
Name of Approving Elected Official/Department Head/Supervisor:	Eddy González		
Point of Contact:	Contact Phone Number:	968-8733-472-0404	
Eddy González	Contact Fax Number:	969-1417	
Contact E-Mail	eduardo.gonzalez@co.hidalgo.tx.us		
Budget Account Number:	1-1100-432-00-121-001-01-346		
Signature of Approving Elected Official/Department Head/Supervisor:	<i>E. Z. González</i>		
Estimated Date Goods/Services are required:	ASAP		
Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required.	We want to move portable building located on FM 1015 South, next to WIC Clinic in Progreso, Tx. to Mile 11 N & mile 1 1/2 East in Mercedes, Tx. (Sunset Park)		
<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>			