



## 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: 02/24/2011	
Department: WIC Department	
Name of Approving Elected Official/Department Head/Supervisor: Norma L. Longoria	
Point of Contact: <b>Margarita Gonzalez</b>	Contact Phone Number: 956-381-4646; F 380-4056
Contact E-Mail: norma.longoria@wic.co.hidalgo.tx.us	Contact Fax Number:
Budget Account Number: 1-1292-441-00-350-001	
Signature of Approving Elected Official/Department Head/Supervisor: <i>Norma Longoria</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. Need releveled of modular building in Progreso. Flooring needs to be replaced also.	
<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>	