



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: May 19, 2011	
Department: Hidalgo County Precinct No.2	
Name of Approving Elected Official/Department Head/Supervisor: Commissioner, Hector "Tito" Palacios	
Point of Contact: Raul Lozano, Executive Assistant IV Yoli Cisneros, Administrative Assistant II	Contact Phone Number: (956) 787-1891 Contact Fax Number: (956) 787-4683
Contact E-Mail Raul.lozano@co.hidalgo.tx.us ; raul.silguero@co.hidalgo.tx.us ; yoli.cisneros@co.hidalgo.tx.us ;	
Budget Account Number: 1-1200-431-00-122-051-0-731	
Signature of Approving Elected Official/Department Head/Supervisor: 	
Estimated Date Goods/Services are required: June 15, 2011	

Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required.

Requesting authority to advertise for El Gato Road Improvements Project with plans and specifications developed and drafted by the contracted engineer R. Gutierrez Engineering Corporation.

FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department	
<u>Procurement Manager Notes:</u>	
<u>Assigned to Buyer:</u>	
<u>Date Assigned:</u>	
<u>Project Type:</u>	
<u>Project Number:</u>	
<u>Notified Department on:</u>	
<u>Special Instructions by Procurement Manager:</u>	