

MEMORANDUM

TO: Ms. THELMA VASQUEZ
Ms. MARIVEL NAVARRO

FROM: Elena Gomez, Buyer II
Purchasing Department

DATE: May 18, 2011

RE: Approval of **DRAFT** specifications for: RFB No. 2011-145-00-00-MEG
"Lease of Office Space for Edinburg"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by marking **APPROVE** (or) **DISAPPROVE** and signing below. If you mark **DISAPPROVE**, please make any and all modifications necessary to the specifications and fax back the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4855.

APPROVE .	DISAPPROVE .
APPROVED WITH MODIFICATIONS <i>Requested - MNS</i>	

FUNDS AVAILABILITY: YES / NO / Other

(Specify) CACSA

BUDGET ACCOUNT #: N/A

Account # for Advertisement: CACSA can pay for Ads - bill us

Elena Gomez Maribel Navarro-Gonz 6-1-11
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us by no later than WEDNESDAY, MAY 25, 2011 at 5:00p.m.

Enclosed