



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 oscarg.garza@co.hidalgo.tx.us **(Requests will be processed on a first come, first basis)**

Request Date: June 23, 2011	
Department: Hidalgo County Precinct #3 Sanitation Department	
Name of Approving Elected Official/Department Head/Supervisor:	
Point of Contact: Mr. Ocana	Contact Phone Number: (956)519-3756 or (956) Contact Fax Number: 587-1171
Contact E-Mail	
Budget Account Number: 1-1100-432-00-123-001-0-890 (will need to transfer to obj #748)	
Signature of Approving Elected Official/Department Head/Supervisor: <i>[Handwritten Signature]</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. 4 - 30 Heavy Duty 30 yd Roll Off Containers	
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>	

HGAC PRICE VERIFICATION

GB04 Wastequip: Heavy duty open top rectangular roll-off: 30-Yd Wastequip \$4,672.00