

AI-24798

13. D.

CC CONSENT

Meeting Date: 01/18/2011

Submitted For: Marty Salazar

Submitted By: Ovidio Gonzalez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Consideration and approval of Home Depot Commercial Account request form(s) submitted by Elected Officials/Department Heads/Agency and/or Program Directors:

- 1. Adult Probation;
- 2. Precinct #1

BACKGROUND

Please see attached documents.

Fiscal Impact

FISCAL YEAR: 2011

ACCT. #: Dept. 320 & 121

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Depending on items purchased by user depts, funding source accounts and obj codes may vary. Purchases are on an "as needed basis".

Please see attached request forms for funding source(s).

Attachments

Home Depot Adult Probation 1-18-11

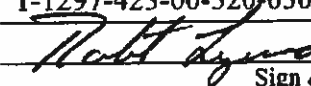
Home Depot Pct One 1-18-11

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	01/13/2011 07:46 AM
Budget & Management	Erika Zamora	01/13/2011 08:16 AM
Erika Zamora	Erika Zamora	01/14/2011 08:11 AM
Ivan Cantu	Ivan Cantu	01/14/2011 10:27 AM
Auditor's Office	Linda Fong	01/14/2011 02:46 PM
Form Started By: Ovidio Gonzalez		Started On: 01/12/2011 03:36 PM
Final Approval Date: 01/14/2011		

COMMERCIAL ACCOUNT REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a commercial account for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.


Department:	Hidalgo County Adult Probation-CCF	
Commercial Acct Requested:	Home Depot	
Billing Address:	1000 North M Road, Edinburg, Texas	
Number of Cards (if applicable)		
Commercial Acct Manager:	Mary Lou Antone	
	This person can not have use of the account	
Phone Number:	956-381-733	County Email: <u>MaryLou.Antone@hidalgococscd.com</u>
Hidalgo Co Acct Number:	1-1297-423-00-320-030-1-xxx	
Requested By:	 Robert Lizcano - Director	
	Sign & Print Elected/Official Supervisor/Director	
On behalf of my department, I hereby request the commercial account for the following department. I understand that the account is to be used for the purpose of obtaining county related items for the designated Hidalgo County department for which the account is issued.		

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	_____
Reviewed by Commercial Account Administrator:	_____
Account Received by Dept on:	_____
	Date Returned/Cancelled: _____
Account Received by Department:	_____
	Sign & Print Authorized Elected Official/Supervisor/Director

User Name	DOB	User ID (Alpha)	DOB User ID License Verification	Training Date Signed Commercial Certificate
Robert Lizcano	9/19/1970	072583		
Ricardo Nieto	8/6/1965	022101		
Juan Castillo	3/7/1983	139262		

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Department:	Hidalgo County Pct. 1
Commercial Acct Requested:	Home Depot Weslaco, TX
Billing Address:	1902 Joe Stephens Ave Ste. 101 Weslaco, TX 78596
Number of Cards (if applicable)	4
Commercial Acct Manager:	Joann Gonzalez
	This person can not have use of the account
Phone Number:	956-973-7815 County Email: joann.gonzalez@co.hidalgo.tx.us
Hidalgo Co Acct Number:	1-1100-432-00-121-001-0-XXX 1-1100-452-00-121-013-0-XXX 1-1200-431-00-121-005-0-XXX 1-1200-431-00-121-004-0-XXX
Requested By:	 Commissioner Joel Quintanilla, Pct. 1 Sign & Print Elected/Official Supervisor/Director
<p>On behalf of my department, I hereby request the commercial account for the following department. I understand that the account is to be used for the purpose of obtaining county related items for the designated Hidalgo County department for which the account is issued.</p>	

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	_____
Reviewed by Commercial Account Administrator:	_____
Account Received by Dept on:	_____ Date Returned/Cancelled: _____
Account Received by Department:	_____ Sign & Print Authorized Elected Official/Supervisor/Director

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Commercial Acct Policy
Mike Janssen	8/29/55	101753		
Santiago Zavala	8/21/59	087548		
Rick Medrano	09/22/74	086444		
Fred Garza	5/9/67	166574		