

AUG 31 2011  
B. Storz

# 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.

<b>Department:</b>	Hidalgo County Extension Service	
<b>Commercial Acct Requested:</b>	The Home Depot, 801 Trenton Road, McAllen, TX 78504, (956) 668-8783	
<b>Billing Address:</b>	410 North 13 <sup>th</sup> Avenue, Edinburg, TX 78541	
<b>Number of Cards (if applicable)</b>		
<b>Commercial Acct Manager:</b>	BARBARA STORZ This person can not have use of the account	
<b>Phone Number:</b>	(956) 383-1026	<b>County Email:</b> b-storz@tamu.edu
<b>Hidalgo Co Acct Number:</b>	1-1100-461-00-380-001-0-	
<b>Requested By:</b>	Barbara Storz	<i>Barbara Storz</i> 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.

*For Purchasing Department Use Only*

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	<i>Purchasing Dept. Use Only</i> Training Date & Signed Commercial Acct Policy
Elena Almendarez	08/15/65	088447		
NORALINDA CRUZ		050682		