



County of Hidalgo Pct. 4

Commissioner Joseph Palacios
1051 N. Doolittle Road
Edinburg Texas 78542-0337

MEMO

DATE: SEPTEMBER 20, 2011
TO: MARTHA L. SALAZAR, CPPB/PURCHASING AGENT
PURCHASING DEPARTMENT
C/O BLANCA MAYORGA
FROM: HIDALGO COUNTY PCT. #4
REF: P.O. 640553

HIDALGO COUNTY PRECINCT #4 IS HEREBY REQUESTING THAT PURCHASE ORDER **640553**, FOR QUINTANILLA, HEADLEY AND ASSOCIATES, INC., BE REOPENED. IT HAD BEEN MISTAKENLY CLOSED.

THE REASON THAT THE PURCHASE ORDER NEEDS TO BE REOPENED IS THAT THE PRECINCT HAS RECEIVED THE FINAL INVOICE FOR THIS PROJECT.

SHOULD YOU REQUIRE ANY ADDITIONAL INFORMATION PLEASE CONTACT ME AT 956-383-3112 EXT. 4002.

IF YOUR DEPARTMENT IS IN AGREEANCE WITH THIS CHANGE PLEASE SIGN AND FORWARD TO **THE HIDALGO COUNTY AUDITOR'S DEPARTMENT**.

THANK YOU.



RUMALDO MUNOZ JR
ACCOUNTS PAYABEL SPECIALIST III

PURCHASING DEPT. APPROVAL / DATE

CC: COUNTY FILES

Leticia Saenz

From: Rumaldo Munoz [rumaldo.munoz@co.hidalgo.tx.us]
Sent: Tuesday, September 20, 2011 2:21 PM
To: blanca.mayorga@co.hidalgo.tx.us
Cc: leticia.saenz@co.hidalgo.tx.us
Subject: Reopening of P.O. 640553
Attachments: CCF09202011_00006.pdf

Good Afternoon

The Auditors Department requested that I send your department a memo requesting to reopen purchase order 640553 for Quintanilla in order to pay the final invoice in the amount of \$1,500.00.

If your Department is in ageeance with this please sign attached memo and forward to the Auditors Department.

Thanks
Rumaldo Munoz Jr.
Accounts Payable Specialist III