



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM
COMMISSIONERS COURT "ORDER"

IMMEDIATE REVIEW & ACKNOWLEDGMENT OF RECEIPT REQUIRED

To: All GENERAL FUND and/or APPLICABLE FUNDS - Elected Officials/Dept. Heads

From: Martha L. Salazar, H/C Purchasing Agent
Raymundo Eufrazio, CPA, H/C Auditor
Sergio Cruz, H/C Budget Officer

DATE: October 18, 2011

RE: "Order" for Requisition Submission Date Deadline - "MAJOR PURCHASES"

Pursuant to action taken by Hidalgo County Commissioners Court on Tuesday, October 18, 2011, this will serve as your NOTICE of an approved "Order" setting a deadline of Friday, November 4, 2011 at 5:00 p.m. for the submission of the following:

- a) the submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for the acquisition of all goods or services for this (2011) fiscal/calendar year **FOR MAJOR PURCHASES (i.e., vehicles, furniture, equipment, etc.) THAT REQUIRE SUFFICIENT/AMPLE TIME FOR DELIVERY BEFORE 12-31-11;**
- b) the proper funding of all line items prior to the submission of requisitions through the Budget Office will be required;
- c) All goods and/or services must be received and rendered by December 31, 2011 to qualify for payment under your 2011 budgets;
- d) **All open Purchase Orders from the 2011 budgets for which goods were not received or services not rendered by December 31, 2011 will lapse and those Purchase Orders will be charged from the 2012 budgets;**

THEREFORE, WE STRONGLY RECOMMEND, SUGGEST AND URGE YOU TO:

- 1) Immediately review your department needs to prioritize the goods and/or services you require;
- 2) Review your department budget in order to request the proper line-item funding or creation of the proper line-item through the Budget Office;
- 3) Begin the requisition process in order to obtain your properly executed Purchase Order(s);

Situations or circumstances that you feel require further consideration or review will be examined on a **CASE BY CASE BASIS** through a presentation by your department to Commissioners Court for direction and action. However, these also need **IMMEDIATE** notice to one of the three departments listed above in order to place on the Court's agenda prior to the deadline of November 4, 2011

ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE OF 11-04-11 VIA FAX TO 956-318-2629.

Signature-elected official/department head/or authorized designee

Date: _____

Printed Name/Title

Department



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM
COMMISSIONERS COURT "ORDER"

IMMEDIATE REVIEW & ACKNOWLEDGMENT OF RECEIPT REQUIRED

To: All GENERAL FUND and/or APPLICABLE FUND - Elected Officials/Dept. Heads

From: Martha L. Salazar, H/C Purchasing Agent
Raymundo Eufrazio, CPA H/C Auditor
Sergio Cruz H/C Budget Officer

DATE: October 18, 2011

RE: "Order" for Requisition Submission Date Deadline -"DAY TO DAY PURCHASES"

Pursuant to action taken by Hidalgo County Commissioners Court on Tuesday, October 18, 2011, this will serve as your NOTICE of an approved "Order" setting a deadline of Friday, December 2, 2011 at 5:00 p.m. for the submission of the following:

Goods and/or Services for the Day to Day Operations of your department/program/agency and NOT those Goods and/or Services (Major Purchases, i.e., vehicles, furniture, equipment, etc.) for which a DEADLINE of 11-04-11 was ORDERED by Commissioners Court in the MEMO you received from this department and dated 10-18-11.

- a) the submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for the acquisition of all goods or services for this (2011) fiscal/calendar year for those goods and/or services necessary to carry on and conduct the day to day operations of your department, program or agency;
- b) the proper funding of all line items through the Budget Office will be required prior to the submission of requisitions for day to day purchases with the deadline of 12-02-11;
- c) All goods and/or services must be received and rendered by December 31, 2011 to qualify for payment under your 2011 budgets;
- d) All open Purchase Orders from the 2011 budgets for which goods were not received or services not rendered by December 31, 2011 will lapse and those Purchase Orders will be charged from the 2012 budgets;

THEREFORE, WE STRONGLY RECOMMEND, SUGGEST AND URGE YOU TO:

- 1) Immediately review your department needs to prioritize the goods and/or services you require;
- 2) Review your department budget in order to request the proper line-item funding or creation of the proper line-item or object code through the Budget Office;
- 3) Begin the requisition process in order to obtain your properly executed Purchase Order(s);

Situations or circumstances that you feel require further consideration or review will be examined on a CASE BY CASE BASIS through a presentation by your department to Commissioners Court for direction and action. However, these also need IMMEDIATE notice to one of the three departments listed above in order to place on the Court's agenda prior to the deadline of December 3, 2011.

ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE OF 12-02-11 VIA FAX TO 956-318-2629.

Signature-elected official/department head/or authorized designee _____ Date: _____

Printed Name/Title _____ Department _____