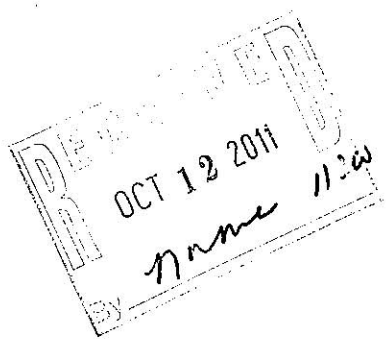
MEMORANDUM



TO: Valde Guerra –Commissioner's Court Executive Officer
ATTN: Monica Badillo -Court Administrator

From: Elena Gomez, Buyer II

Date: September 29, 2011

RE: Request Recommendation for RFB 2011-230-00-00-MEG
"COUNTYWIDE MAILING SERVICES"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by marking **APPROVE** (or) **DISAPPROVE** and signing below. If you mark **DISAPPROVE,** please make any and all modifications necessary to the specifications and fax back the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4855.

APPROVE ✓	DISAPPROVE •
APPROVED WITH MODIFICATIONS •	

FUNDS AVAILABILITY: ✓ YES / _____ NO/ _____ Other

(Specify)_____

BUDGET ACCOUNT #: 1-1100-402-60-125-010-0-350

_____ DANIEL FLORES 10/12/11

AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us by no later than Tuesday, October 4, 2011 at 5:00p.m.

Enclosures