




Hidalgo County Purchasing Department Purchasing Request Form

In order to assist the Purchasing Department in the procurement process, please complete this form with all the pertinent information and return to the Purchasing Department in person, via facsimile to (956) 318-2629 or 292-7612 or email to: darlene.betancourt@co.hidalgo.tx.us or oscar.garza@co.hidalgo.tx.us **(Requests will be processed on a first come, first basis)**

Request Date: November 6, 2012	
Department: Hidalgo County Health & Human Services	
Name of Approving Elected Official/Department Head/Supervisor: Eduardo Olivarez, Chief Administrative Officer	
Point of Contact: Josie Escalante	Contact Phone Number: (956) 383-6221 Contact Fax Number: (956) 383-3229
Contact E-Mail: josie.escalante@hchd.org	
Budget Account Number: 2-1100-441-00-340-003-0-339	
Signature of Approving Elected Official/Department Head/Supervisor:	
Estimated Date Goods/Services are required: ASAP	
Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required. Health Department Lab Services.. see attached list	
FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department	
Procurement Manager Notes:	
Assigned to Buyer:	
Date Assigned:	
Project Type:	
Project Number:	
Notified Department on:	
Special Instructions by Procurement Manager:	