



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 oscarg.garza@co.hidalgo.tx.us **(Requests will be processed on a first come, first basis)**

| | |
|---|-----------------------|
| Request Date: | |
| Department: | |
| Name of Approving Elected Official/Department Head/Supervisor: | |
| Point of Contact: | Contact Phone Number: |
| | Contact Fax Number: |
| Contact E-Mail | |
| Budget Account Number: | |
| Signature of Approving Elected Official/Department Head/Supervisor: | |
| Estimated Date Goods/Services are required: | |
| Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required. | |
| FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department | |
| <u>Procurement Manager Notes:</u> | |
| <u>Assigned to Buyer:</u> | |
| <u>Date Assigned:</u> | |
| <u>Project Type:</u> | |
| <u>Project Number:</u> | |
| <u>Notified Department on:</u> | |
| <u>Special Instructions by Procurement Manager:</u> | |