



MEMORANDUM

2812 SOUTH BUSINESS HIGHWAY 281 ★ EDINBURG, TEXAS 78539 ★ TEL: (956) 318-2626 ★ FAX: (956) 318-2629

To: Annette Muñiz, Chief Deputy
H.C. County Clerk
ATTN: Noe Lopez, Office Manager

From: Yolanda Velasquez
Purchasing Dept., Buyer II

Date: July 8, 2014

Re: **RFB No. 2014-286-00-00-YZV Approval of Specifications/Requirements for "Records, Management & Document Imaging Process"**

Please review the following **SPECIFICATIONS/REQUIREMENTS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. Please make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions or need additional information please call me at (956) 318-2626 ext# 4881.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes No Other specify _____

BUDGET ACCOUNT#: 4-1237-415-40-180-003-0-341

Arturo Guajardo Jr
AUTHORIZED SIGNATURE

Arturo Guajardo Jr
PRINTED NAME

7/30/12
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or E-mail: yolanda.velasquez@co.hidalgo.tx.us no later than **WEDNESDAY, August 05, 2014 by 2:00P.M.**