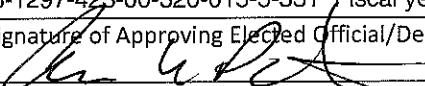




Hidalgo County Purchasing Department Purchasing Request Form

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: May 5, 2015	
Department: Adult Probation	
Name of Approving Elected Official/Department Head/Supervisor: Arnold K. Patrick	
Point of Contact: Diana G Solis	Contact Phone Number: 587-6008 Contact Fax Number: 318-2488
Contact E-Mail diana.solis@hidalgocountycsd.org	
Budget Account Number: 6-1297-423-00-320-015-5-331 Fiscal year beginning 9/01/2015.	
Signature of Approving Elected Official/Department Head/Supervisor: 	
Estimated Date Goods/Services are required: September 1, 2015	
<p>Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required.</p> <p>Currently the department has a contract with Dr. Gregorio Pina which will expire 8/31/2015. The department needs the same type of service provided by this vendor. Please email the department the prior specs for review.</p> <p>Note: Sex Offender Therapy Sessions</p>	
FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department	
Procurement Manager Notes:	rec'd 05/14/15 via mail runner
Assigned to Buyer:	Yvette Solis - YSS
Date Assigned:	05/18/15 - delivered to YSS & dropped off in cubby
Project Type:	RFP
Project Number:	0015-199- YSS
Notified Department on:	
Special Instructions by Procurement Manager: Previous Project info. Sex Offender Therapy 2012-127-Y2V (RFP)	