



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: APRIL 21, 2015	
Department: SHERIFF'S OFFICE	
Name of Approving Elected Official/Department Head/Supervisor: CAPT. RICHARD OZUNA	
Point of Contact: CAPT. RICHARD OZUNA	Contact Phone Number: 956-457-4236 Contact Fax Number:
Contact E-Mail richard.ozuna@hidalgoso.org	
Budget Account Number: 5-1229-421-00-280-007-0-740	
Signature of Approving Elected Official/Department Head/Supervisor: <i>[Handwritten Signature]</i>	
Estimated Date Goods/Services are required:	
<p>Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required.</p> <p>Requesting JOC for following SOW: Proposed project consists of Construction of a New Metal Canopy for Mobile Units, installation of Hurricane fence and conduit runs for (2) Lights located in the Parking Lot. Parking Lot (i.e. caliche, asphalt, compaction etc) is not part of the SOW, because that will be done by Hidalgo County Precinct #4.</p>	
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:	