



MEMORANDUM
COMMISSIONERS COURT "ORDER"
IMMEDIATE REVIEW REQUESTED & RECOMMENDED

To: All GENERAL FUND and/or APPLICABLE FUNDS-Elected Officials/Department Heads

From: Martha L. Salazar, HC Purchasing Agent *msalazar* Raymundo Eufrazio, CPA, HC Auditor *RE* Sergio Cruz, HC Budget Officer *SC*

Date: October 13, 2015

Re: "Order" for Requisition Submission Date Deadline-"Major Purchases"

Pursuant to action taken by Hidalgo County Commissioners Court on, Tuesday, October 13, 2015, this serve as your NOTICE of an approved "Order" setting of a **deadline of Friday, October 30, 2015 at 5:00 PM** for the submission of the following:

- a) The submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for the acquisition of all goods or services for this (2015) fiscal/calendar year for **MAJOR PURCHASES** (i.e., vehicles, furniture, equipment, etc.) **THAT REQUIRE SUFFICIENT/AMPLE TIME FOR DELIVERY BEFORE 12/31/15;**
- b) **The proper funding of all line items prior to the submission of requisitions through the Budget Office will be required;**
- c) All goods and/or services must be received and rendered by December 31, 2015 to qualify for payment under year 2015 budgets;
- d) **All open Purchase Orders from the 2015 budgets** for which goods were not received or services not rendered by December 31, 2015 will lapse and those Purchase Orders will be charged to the 2016 Budget.

THEREFORE, WE STRONGLY RECOMMEND, SUGGEST AND URGE YOU TO:

- 1) Immediately review your department needs to prioritize the goods and/or services you require;
- 2) Review your department budget in order to request the proper line-tem funding or creation of the proper-line item or object code through the Budget Office;
- 3) Begin the requisition process in order to obtain your properly executed Purchase Order(s);

Situations or circumstances that you feel require further consideration or review will be examined on a **CASE BY CASE BASIS** through a presentation by your department to Commissioners' Court for direction and action. However, these also need IMMEDIATE notice to one of the above-three departments listed above in order to place on the Court's agenda prior to the deadline of **October 30, 2015**.

ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE OF 10/30/15 VIA EMAIL TO:
rudysalinas1@co.hidalgo.tx.us and FAX TO 292-7612.

Signature of Elected Official/Dept. Head/Program-Agency Director

Date

Printed Name/Title

Department



**MEMORANDUM
COMMISSIONERS COURT "ORDER"
IMMEDIATE REVIEW REQUESTED & RECOMMENDED**

To: All GENERAL FUND and/or APPLICABLE FUNDS-Elected Officials/Department Heads

From: Martha L. Salazar *MS* HC, Purchasing Agent Raymundo Eufrazio, CPA *RE* HC, County Auditor Sergio Cruz *SC* HC, Budget Officer

Date: October 13, 2015

Re: "Order" for Requisition Submission Date Deadline-"Day to Day Purchases"

Pursuant to action taken by Hidalgo County Commissioners Court on, Tuesday, October 13, 2015, this **will** serve as your **NOTICE** of an approved "Order" setting a **deadline of Friday, November 06, 2015 at 5:00 PM** for the submission of the following:

Goods and/or Services for the Day to Day Operations of your department/program/agency and NOT those Goods and/or Services (Major Purchases, i.e., vehicles, furniture, equipment, etc.) for which a DEADLINE of October 30, 2015, ORDERED by Commissioners Court in the MEMO you received from this department and dated, October, 13, 2015.

- a) The submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for the acquisition of all goods or services for this (2015) fiscal/calendar year for those goods and/or services necessary to carry on and conduct the day to day operations of your department, program or agency;
- b) **The proper funding of all line items through the Budget Office will be required prior to the submission of requisitions for day to day purchases with the deadline of November 06, 2015**
- c) All goods and/or services must be received and rendered by December 31, 2015 to qualify for payment under year 2015 budgets;
- d) **All open Purchase Orders from the 2015 budgets** for which goods were not received or services not rendered by December 31, 2015 will lapse and those Purchase Orders will be charged to the 2016 Budget.

THEREFORE, WE STRONGLY RECOMMEND, SUGGEST AND URGE YOU TO:

- 1) Immediately review your department needs to prioritize the goods and/or services you require;
- 2) Review your department budget in order to request the proper line-tem funding or creation of the proper-line item or object code through the Budget Office;
- 3) Begin the requisition process in order to obtain your properly executed Purchase Order(s);

Situations or circumstances that you feel require further consideration or review will be examined on a **CASE BY CASE BASIS** through a presentation by your department to Commissioners' Court for direction and action. However, these also need **IMMEDIATE** notice to one of the above-three departments listed above in order to place on the Court's agenda prior to the deadline of **November 06, 2015**.

ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE OF 11/06/15 VIA EMAIL TO: rudy.salinas1@co.hidalgo.tx.us and FAX TO 292-7612.

Signature of Elected Official/Dept. Head/Program-Agency Director

Date

Printed Name/Title

Department