Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

(Approval of Specifications)

TO: **Clarissa Ramirez, Director**
Hidalgo County WIC Program

ATTN: Margarita Gonzalez, Admin. Assist. II via email: mague.gonzalez@wic.co.hidalgo.tx.us

FROM: Heidi Garcia Ortiz, Buyer III
Hidalgo County Purchasing Department

DATE: June 1, 2017

RE: **Approval or Disapproval of Specifications for: – Hidalgo WIC Program-"LEASE OF OFFICE SPACE-EDINBURG-WIC ADMINISTRATION OFFICES"**
Bid No. 2017-151-07-19-HGO

Please review the **CURRENT SPECIFICATIONS** and verify if all requirements are met by selecting **APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE,** please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4877.

APPROVE	☒	DISAPPROVE	☐
APPROVE WITH MODIFICATIONS	☐		

Funds Availability: ___x___ YES / _____ NO/ _____

Other (Specify) _____

Budget Account No.: 7.1292.441.00.350.001.7.441

Clarissa Ramirez	WIC	6/1/17
SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: heidi.ortiz@co.hidalgo.tx.us by no later than Tuesday JUNE 5, 2017 @ 10:00 A.M.

Enclosures