

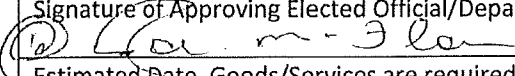


# Hidalgo County Purchasing Department

## Purchasing Request Form

Assigned to PO division 05/23/17

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](mailto:darlene.betancourt@co.hidalgo.tx.us) or [@co.hidalgo.tx.us](mailto:@co.hidalgo.tx.us) (**Requests will be processed on a first come, first basis**)

Request Date: April 14, 2017	
Department: Precinct #3	
Name of Approving Elected Official/Department Head/Supervisor: Joe M. Flores, Commissioner	
Delivery Location: Pct. #3 Rd. & Bridge Dept. 8310 W. Mile 7 Rd. Mission, Texas	
Point of Contact: Saul Ramirez/Norma Ceballos	Contact Phone Number: (956)585-4509  Contact Fax Number: (956)205-7009
Contact E-Mail Norma.ceballos@co.hidalgo.tx.us	
Budget Account Number: Pending Transfer from Precinct 3 CO2016	
Signature of Approving Elected Official/Department Head/Supervisor: 	
Estimated Date Goods/Services are required: ASAP	
Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required. Assigned as follows; 1-Dynapac Pneumatic Tyre Roller CP1200 -Betsy 1-Bomag Tandem Vibratory Roller - BW151AD-4 -Betsy 1-5E Utility Tractor Model 5075E -William 2-John Deere Graders G/GP-Series 670GP -Hector 3- Frameless Bathtub End Dumps Trailer Model HL3224 -Hector 1-FP5 Flameless Pothole Patcher -Betsy 1-Freightliner M2-106 Truck -William 2- Peterbilt Dump Trucks Mode 348 -Betsy 1-Lowboy Trailer 50 GSL/PT -William 35	

Spec brochures provided for most equipment by Precinct No. 3

**FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department**

<b>Procurement Manager Notes:</b>	Assigned to various Purchase Order Specialist upon conferring with Dina & Elena
<b>Assigned to Buyer:</b>	Betsy Roque-William Lovelace & Hector Garcia
<b>Date Assigned:</b>	May 22, 2017
<b>Project Type:</b>	Cooperative Purchases (pending upon research)
<b>Project Number:</b>	None
<b>Notified Department on:</b>	via email on 05/23/2017 to Norma Ceballos at <a href="mailto:norma.ceballos@co.hidalgo.tx.us">norma.ceballos@co.hidalgo.tx.us</a>

**Special Instructions by Procurement Manager:**