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MEMORANDUM

To: Elected Officials/Appointed Officials and Department Heads
From: Martha L. Salazar, H/C Purchasing Agent
Date: August 23, 2017
Subject: "ORDER/DEADLINES" for Submission of Requisitions for-"DAY TO DAY PURCHASES"
CC: Sergio Cruz Hidalgo County Budget Officer, Raymundo Eufrazio, CPA H/C Auditor

Pursuant to action taken by Hidalgo County Commissioners Court on Tuesday, August 29, 2017 this will serve as your **NOTICE** of an approval "**ORDER**" setting a **deadline of Friday November 17, 2017 at 5:00 p.m.** for the submission of DAY TO DAY purchases of your department:

- a. The submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for all DAY TO DAY goods and services for this 2017 fiscal year 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 the day to day purchases with the deadline of **November 17, 2017**;
- c. All goods and/or services must be received and rendered by December 31, 2017 to qualify for payment under your 2017 budgets;
- d. All open Purchase Orders from the 2017 budget for which goods were not received or services not rendered by December 31, 2017 will lapse and those Purchase Orders will be charged from the 2018 budget;

THEREFORE, WE STRONGLY RECOMMEND AND URGE YOU TO:

- a. **Immediately review your department needs to prioritize the goods and/or services you require;**
- b. **Review your department budget in order to request the proper line-item funding or creation of the proper line item through the Budget Office;**
- c. **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 Commissioner Court for direction an action. However, these also need IMMEDIATE notice to one of the three departments listed above in order to place on the Court's agenda prior to the deadline of November 17, 2017.

ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE VIA FAX TO 956-292-7612

Signature-elected official/department head/or authorized designee

Date:

Printed Name/ Title

Department: