



# 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](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	
<b>Delivery Location:</b> 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.cebалlos@co.hidalgo.tx.us	
Budget Account Number: Pending Transfer from Precinct 3 CO2016	
Signature of Approving Elected Official/Department Head/Supervisor: <i>Joe M. Flores</i>	
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.	
<ul style="list-style-type: none"> <li>1-Dynapac Pneumatic Tyre Roller CP1200 <i>Betsy</i></li> <li>1-Bomag Tandem Vibratory Roller - BW151AD-4 <i>Betsy</i></li> <li>1-5E Utility Tractor Model.5075E <i>William</i></li> <li>2-John Deere Graders G/GP-Series 670GP <i>Hector</i></li> <li>3- Frameless Bathtub End Dumps Trailer Model HL3224 <i>Hector</i></li> <li>1-FP5 Flameless Pothole Patcher <i>Betsy</i></li> <li>1-Freightliner M2-106 Truck <i>William</i></li> <li>2- Peterbilt Dump Trucks Mode 348 <i>Betsy</i></li> <li>1-Lowboy Trailer 50 GSL/PT <i>William</i></li> </ul> <div style="text-align: right; margin-top: 10px;"><i>2017-new</i></div>	

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

Procurement Manager Notes:	<i>Buy and coop purchases</i>
Assigned to Buyer:	<i>PO Specialist</i>
Date Assigned:	<i>05/22/2017</i>
Project Type:	<i>Cooperative purchases</i>
Project Number:	
Notified Department on:	<i>05/22/17</i>

Special Instructions by Procurement Manager: *Advice on regarding the assignment to PO Specialist ~~William and Betsy~~ Hector*

EMAILED  
5-5-17 (me)  
EMAILED