



Hidalgo County Purchasing Department 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: martha.salazar@co.hidalgo.tx.us or elena.gomez@co.hidalgo.tx.us **(Requests will be processed on a first come, first basis)**

Request Date: 8/29/17	
Department: Hidalgo County Precinct 1	
Name of Approving Elected Official/Department Head/Supervisor: Amy Saenz-Smith	
Delivery Location: 1902 Joe Stephens Ave., Suite 1 * Weslaco, Texas 78599	
Point of Contact: Gilbert Saenz	Contact Phone Number: 956-975-6561 Contact Fax Number:
Contact E-Mail gilbert.gonzalez@co.hidalgo.tx.us	
Budget Account Number: 7-1351-431-00-121-041-0-751	
Signature of Approving Elected Official/Department Head/Supervisor:	
Estimated Date Goods/Services are required:	
Goods/Services Description: (Please provide detailed information (specifications) of the Goods/Services being requested) use additional sheets if required. New Closed Cab Backhoe Final Tier 4 Tech 4.5L Engine 93 HP * Closed Cab with A/C and Heater * Complete Deluxe Work Light Package * 4wd with Extendable Boom * 4 Speed Power Shift Transmission * 1.11 Cu Yd Front Bucket with 24" Rear Bucket * 5 yrs Telematics JDLink System included * Includes 36 months or 3,000 hours of Extended Warranty.	
FOR PURCHASING DEPARTMENT OFFICE USE: To be completed by the Purchasing Department	
Procurement Manager Notes:	
Assigned to Buyer:	
Date Assigned:	
Project Type:	
Project Number:	
Notified Department on:	
Special Instructions by Procurement Manager:	