



PURCHASING DEPARTMENT
County of Hidalgo

MEMORANDUM

TO: Ms. Yvonne Ramon, Administrator
Hidalgo County Elections Department
Attn: Melanie Esparza

From: **Sandy Suarez**, Buyer II
Hidalgo County Purchasing Dept.

Date: June 7, 2017

Re: Bid No. 2017-178-00-00-SGS-Approval of Specifications for **HIDALGO COUNTY ELECTION DEPARTMENT-“Printing and Massive Mail-Out for Voter Registration Cards 2017”**

Please review the following **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specification is **NOT** met, make any and all modifications necessary 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# 4855.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input checked="" type="checkbox"/>	

FUNDS AVAILABILITY: YES / NO / Other

(Specify) _____

BUDGET ACCOUNT #: 7-1106-414-00-130-001-0-350



AUTHORIZED SIGNATURE

Yvonne Ramon Elections Dept.

PRINTED NAME

DEPARTMENT

9/25/17

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: sandy.suarez@co.hidalgo.tx.us as soon as possible.

Enclosures