



2812 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

MEMORANDUM

TO: Elected Officials, Appointed Officials, and Department Heads
FROM: Martha L. Salazar, CPPB, Purchasing Director *mls*
DATE: October 9, 2018
RE: Deadlines for Submission of Requisitions for **Minor (Day-to-Day) Purchases**
CC: Sergio Cruz, Hidalgo County Budget Officer
Maria Arcilia Duran, CPA, Hidalgo County Auditor

Pursuant to action taken by Hidalgo County Commissioners' Court on Tuesday, October 9, 2018, this will serve as your **NOTICE** of an approved deadline of **Friday, November 30, 2018 at 5:00 p.m.** for the submission of minor purchase requests submitted by your department:

- a. The submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for minor purchases of goods and/or services for this 2018 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 Department of Budget and Management will be required prior to the submission of requisitions for the day to day purchases with the deadline of **November 30, 2018;**
- c. All goods and/or services **must be received/rendered and invoiced** on or before December 31, 2018 to qualify for payment under your 2018 budget;
- d. All open Purchase Orders from the 2018 budget for which goods and/or services not received and invoiced by December 31, 2018 will lapse, and **will be charged from your 2019 budget;**

THEREFORE, WE STRONGLY RECOMMEND AND URGE YOU TO:

- a. **Review your department needs to prioritize the goods and/or services you require;**
- b. **Review your budget to request the proper line-item transfers, if needed, through Department of Budget and Management;**
- c. **Submit your requisitions along with proper documentation to your assigned Procurement Specialist in order to obtain a 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 Commissioners' Court for direction and action; however, these also need IMMEDIATE notice to the Purchasing Department, Department of Budget and Management, and Auditor's Office, in order to place on the Court's agenda prior to the deadline of November 30, 2018.

Please submit an executed copy of this ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE via email to Ms. Ariana Maldonado at ariana.maldonado@co.hidalgo.tx.us no later than **Friday, October 12, 2018.**

Elected Official, Appointed Official, Dept. Head Name

Office or Department

Signature

Date