

**AI-67085**  
**CC - REGULAR**

**Purchasing Department**  
**Hidalgo County**

**Meeting Date:** 10/23/2018

**Submitted For:** Marty Salazar, PURCHASING DEPT.

**Submitted By:** Betsy Roque, PURCHASING DEPT.

**Department:** PURCHASING DEPT.

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**Information**

**CAPTION**

Approval to establish the following deadlines for the submission of requisitions for all goods and/or services. All good and/or services requested must be ordered, received, and invoiced on or before December 31, 2018 for General Fund, and all other applicable funds by:

- November 9, 2018 for all major purchases (vehicle, furniture, equipment, etc.), and
- November 31, 2018 for all minor (day-to-day) purchases (i.e. supplies).

**BACKGROUND**

Goods and/or services not received/rendered and invoiced, on or before December 31, 2018, will be charged to the respective department's budget. Others have been concurred by the Purchasing Director, Budget and Management Director, and County Auditor.

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**Fiscal Impact**

**CALENDAR YEAR:**

**ACCT. #:**

**FUNDS AVAILABLE Y/N?:**

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

No fiscal impact.

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**Attachments**

Memo - Major Purchases

Memo - Minor Purchases

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**Form Review**

**Inbox**

**Reviewed By**

**Date**

Betsy Roque

10/05/2018 02:12 PM

Form Started By: Betsy Roque

Started On: 10/05/2018 02:12 PM