



MEMORANDUM

To: Elected Officials/Appointed Officials and Department Heads
From: Martha L. Salazar, Hidalgo County Purchasing Agent
Date: October 08, 2019
Subject: "ORDER/DEADLINES" for Submission of Requisitions for-"DAY TO DAY PURCHASES"
CC: Sergio Cruz Hidalgo Co. Budget Officer, & Arcy Duran, CPA Hidalgo Co. Auditor

Pursuant to action taken by Hidalgo County Commissioners Court on Tuesday, October 08, 2019, this will serve as your **NOTICE** of an approved "**ORDER**" setting a **deadline of Wednesday, November 27, 2019 at 5:00 p.m.** for the submission of DAY TO DAY purchases of your department:

- a. The submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for all **DAY TO DAY** goods and services for fiscal year 2019 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 the Budget Office will be required prior to the submission of requisitions for the day to day purchases with the deadline of and day **November 27, 2019;**
- c. All goods and/or services must be received and rendered on or before date, of December 31, 2019 to qualify for payment under your FY2019 budget(s).
- d. All open Purchase Order(s) from FY2019 budget for which goods were not received or services not rendered on or before date of December 31, 2019 will lapse and those Purchase Orders will be charged from FY2020 budget;

THEREFORE, WE STRONGLY RECOMMEND AND URGE YOU TO:

- a. **Immediately review your department's needs to prioritize the goods and/or services you require;**
- b. **Review your department's budget in order to request the necessary line-item funding or creation of the proper line item through the Budget Office;**
- c. **Begin the requisition process in order to obtain your properly executed Purchase Order(s);**

Situations or circumstances may require further consideration or review and will be examined on a CASE BY CASE basis through a presentation by your department to Commissioners' Court for direction and action; however, these may also need IMMEDIATE notice to all three departments listed above in order to place on the Court's agenda prior to the deadline of November 27, 2019.

ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE VIA FAX TO 956-292-7612

Signature-elected official/department head/or authorized designee

Date:

Printed Name/ Title

Department: