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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 for Requisitions for- "Major 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 Friday, November 08, 2019 at 5:00 p.m.** for the submission of the following:

- a. The submission of all requisitions in order to obtain a properly executed Purchase Order(s) from the Purchasing Department for the acquisition from fiscal year 2019 **FOR MAJOR PURCHASES** (i.e. vehicles, furniture, equipment, etc.) **THAT REQUIRE SUFFICIENT/AMPLE TIME FOR DELIVERY BEFORE on or before December 31, 2019.**
- b. The proper funding of all line items prior to the submission of requisitions through the Budget Office will be required;
- c. All goods and/or services must be received and rendered on or before December 31, 2019 to qualify for payment under your FY2019 budget(s).
- d. All open Purchase Order(s) from the FY2019 budget for which goods were not received or services not rendered on or before December 31, 2019 will lapse and those Purchase Order(s) will be charged from your FY2020 budget;

THEREFORE, WE STRONGLY RECOMMEND AND URGE YOU TO:

- a. **Immediately review your department needs to prioritize the goods and/or services you require;**
- b. **Review your department 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 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 all three departments listed above in order to place on the Court's agenda prior to the deadline of November 08, 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: