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MEMORANDUM

TO: Elected Officials, Appointed Officials and Department Heads
FROM: Martha L. Salazar, Hidalgo County Purchasing Agent
DATE: October 20, 2020
SUBJECT: Deadline 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 20, 2020, this will serve as you **NOTICE** of an approved deadline of **Wednesday, November 25, 2020 at 5:00 PM** 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 fiscal year 2020 to carry 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 minor purchases with the deadline of **Wednesday, November 25, 2020;**
- c. All goods and/or services **must be received/rendered and invoiced** on or before December 31, 2020 to qualify for payment under you FY2020 budget;
- d. All open Purchase Orders from FY2020 budget for which goods and/or services were not rendered or received on or before December 31, 2020 will lapse and will be charged from the FY2021 budget;

THEREFORE, WE STRONGLY RECOMMEND AND URGE YOU TO:

- a. Immediately review your department needs to prioritize goods and/or services you require;
- b. Review your budget in order to request the necessary line-item transfers, if needed through Department of Budget and Management;
- c. Submit your requisitions along with proper documentation in order to obtain a properly executed Purchase Order(s).

Situations or circumstances that you feel 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 the Purchasing Department, Department of Budget and Management, and Auditor's Office, in order to place on the Courts' agenda prior to the deadline of November 25, 2020.

Please submit an executed copy of this ACKNOWLEDGE RECEIPT OF NOTICE & ORDER OF DEADLINE VIA FAX TO 956-292-7612 no later than **Friday, October 23, 2020.**

Elected Official, Appointed Official, Dept, Head Name

Office or Department

Signature

Date