

## FORM 213 - Resource Request

<b>1. Incident Name</b>	COVID -19				
<b>2. To</b>	Emergency Management				
<b>3. From</b>	Judge Gilberto Saenz				
<b>4. Message:</b>	Emergency Purchase Notification	<b>5. Date</b>	06/29/20	<b>6. Time</b>	09:00 a.m.

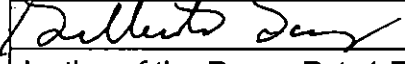
**7. State the reason for your emergency request**

Had to install plexiglass in court room so hearing may be heard in person

**8. List and describe the items and quantities (supplies/resources) being requested to procure**

24 - plexiglass 2 x 4 plexiglass (3) 24 sq. ft. @ 11.00 each total of 264.00  
 18 - plexiglass 2 x 2 pleglass and sides (3) 18 sq. ft. @11:00 each total of 198.00  
 Sales Tax 8.25% total of 38.12

**9. Acknowledged by**

<b>Name</b>	Judge Gilberto Saenz
<b>Signature</b>	
<b>Position/Title</b>	Justice of the Peace Pct. 1 Pl. 1
<b>Date</b>	June 29, 2020

## 213 General Message/Resource Instructions

**Purpose:** The 213 General Message form is used by Emergency Management (EM) and Department of Budget and Management (DBM) to record and acknowledge incoming messages for resources needed.

**Preparation:** This form is to be initiated by precinct and department personnel needing resources related to an emergency event or incident.

**Distribution:** Each Precinct or Department requesting the procurement of a resource must complete the form and submit the request to the Emergency Management Department.

The EM Department will then:

- Review and acknowledge the request.
- Sign and date
- Forward back to the precinct or department submitting the request  
**(For PPE Covid-19 Equipment, 213 request will be forwarded by EM to Health Department)**

Once received back, the precinct or department will then:

- Create the requisition
- If using your departmental funding account, please forward a copy of the 213 request form, copy of the requisition and copy of the back-up information to the Purchasing Department.
- \* **If using an emergency account designated by Commissioners Court, then please forward the information to the Department of Budget and Management.**

Number	Title	Instructions
1	Incident Name	Enter the name of the Incident (ex: Covid-19)
2	To	Enter name and position of intended message
3	From	Enter name and position of individual sending message
4	Subject	Enter the subject of the message
5	Date	Enter date (month/date/year) of message
6	Time	Enter the time of the message
7	State the reason	Enter why you need this immediate request
8	Describe the items	Enter exactly what you need (name, type, quantity needed)
9	Acknowledge	Enter name, signature, position and date of person acknowledging the request

Acrylic (Plexiglass)

Req #: 00419910

A+ Enterprises  
1901 CITRUS DR  
Weslaco, TX 78596

# Invoice

Date	Invoice #
6/29/2020	1204

<b>Bill To</b>
Justice of the Peace PCT1PL1 Gilberto Saenz

<b>Ship To</b>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/29/2020			

Quantity	Item Code	Description	Price Each	Amount
24	Plexiglass	Plexiglass 2x4 Plexiglass (3) 24 sq ft # 440-60	11.00	264.00T
18	Plexiglass	Plexiglass 2x2 plexiglass and sides (3) 18 sq ft.. # 440-60	11.00	198.00T
		Sales Tax 963.79	8.25%	38.12

**INVOICE RECEIVED BY:**  
*[Signature]* on 6/29/2020  
**GOODS/SERVICES RECEIVED BY:**  
*[Signature]* on 6/29/2020  
*[Signature]*

Thank you for your business.	<b>Total</b>	\$500.12
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Please process this invoice/credit  
 Memo copy. This request is due to original  
 invoice is an ebill or was not received  
 Judge Gilberto Saenz

*[Signature]*

