

FORM 213 - Resource Request

1. Incident Name	COVID-19				
2. To	RICARDO SALDANA, EMERGENCY MANAGEMENT				
3. From	ALEX BAZAN				
4. Message:	Emergency Purchase Notification	5. Date	11/5/20	6. Time	9:00

7. State the reason for your emergency request

Tax office has eight offices that are still in contact with high volume of customers. Internal office guidelines will require employees to follow public health guidelines. According to Dr. Melendez and Mr. Olivarez cough droplets are spread through the air.

Original Request approved through CC 7/21/2020 AI# 76374 did not include Edinburg (PO#819644).

Request is for additional communicators

Req # 423360

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

33 two-way communicators

9. Acknowledged by *Approved*

Name	<i>Ricardo Saldana</i>
Signature	<i>[Signature]</i>
Position/Title	<i>EMC</i>
Date	<i>11/05/2020</i>