

FORM 213 - Resource Request

1. Incident Name	REQUEST FOR PURCHASE OF OFFICE EQUIP. (COVID-19)				
2. To	CHIEF RICARDO SALDAÑA				
3. From	HIDALGO COUNTY DA'S OFFICE				
4. Message:	Emergency Purchase Notification	5. Date	11/20/20	6. Time	4:30PM

7. State the reason for your emergency request

In response to COVID-19 pandemic readiness, compliance with distancing measures recommended by the CDC and the recent spike in COVID-19 cases and a possible second wave of COVID-19 cases, the DA's Office is in dire need of technology/ office equipment. The equipment will be used to provide the tools necessary for employees to work remotely in an effort to mitigate the spread in the Office.

CONTACT PERSON: ROSALINDA CANTU
 rosalinda.cantu@da.co.hidalgo.tx.us
 (956) 292-7604

Rosalinda Cantu

RODRIGO URESTE
 rodrigo.ureste@da.co.hidalgo.tx.us
 (956) 292-7604

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

- 115qty. Laptops
- 110qty. Printers
- 100qty. Scanners
- 150qty. Web Cameras
- 115qty. DVD±RW (±R DL) drive - USB 2.0 - external

REF: Req # 00424628

9. Acknowledged by

Name

Ricardo Saldaña

Signature

Ricardo Saldaña

Position/Title

Chief

Date

11/23/20