

MEMORANDUM

TO: Elected Officials, Appointed Officials and Department Heads
FROM: Martha L. Salazar, Hidalgo County Purchasing Agent *mls*
DATE: October 05, 2021
SUBJECT: Deadline for Submission of Requisitions for All 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 05, 2021, this will serve as you **NOTICE** of an approved deadline of **Friday, November 12, 2021 at 5:00 PM** for the submission of **major** purchase requests, and **Wednesday, November 24, 2021 at 5:00 PM** for the submission of **minor** purchase requests. These deadlines do not apply to grants, special revenue, or capital project fund.

To adhere to these deadlines, the following applies:

- a. Major Purchases are defined as large ticket items such as vehicles, furniture, equipment, etc. that require ample time for processing and/or have a cost of \$50,000 or more;
- b. Minor Purchases are defined as goods and/or services required to carry the day to day operations of your department, program or agency, and have a cost of less than \$50,000;
- c. The proper funding of all line items will be required **prior** to the submission of a requisition;
- d. All goods and/or services **must be received/rendered and invoiced** on or before December 31, 2021 to qualify for payment under your FY2021 budget;
- e. All open Purchase Orders from FY2021 for which goods and/or services were not rendered or received on or before December 31, 2021 will lapse and will be charged from your FY2022 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 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 above mentioned.