



2812 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

MEMORANDUM

To: Elected Officials, Appointed Officials, and Department Heads

From: Eduardo Belmarez, Hidalgo County Purchasing Agent *EJ*

Date: October 4, 2022

Subject: Deadlines for FY22 Purchases

CC: Vidal Roman, Hidalgo County Budget Officer
Linda Fong, Interim County Auditor

Pursuant to action taken by Hidalgo County Commissioners Court on Tuesday, October 4, 2022, this will serve you as NOTICE of an approved deadline of **Friday, November 11, 2022, at 5:00 PM** for the submission of **major** purchase requests, and **Wednesday, November 23, 2022, 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, 2022, to qualify for payment under your FY2022 budget;
- E. All open purchase orders from FY22 for which goods and/or services were not rendered or received on or before December 31, 2022, will lapse and will be charged from your FY23 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 the Department of Budget and Management;
- C. Submit your requisitions with proper documentation in order to obtain properly executed purchase orders.

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.