



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

NON TRAVEL REQUEST FORM
HIDALGO COUNTY CITIBANK CARD

Submit all back up to nielda.cavazos@co.hidalgo.tx.us

DATE: 06/16/2023

DEPARTMENT: 340

REQUESTER: Mike Escaname, Division Manager II, Financial Accounting

TYPE OF PURCHASE: Walmart Gift Cards

REQUISITION NUMBER: 475272

AMOUNT TO BE CHARGE: \$2,500.00

ONLINE PURCHASE LINK: _____



DEPARTMENT HEAD SIGNATURE

06/16/2023

DATE

PURCHASING USE ONLY

DATE COMPLETED: _____
CONTACT PERSON: _____
CONFIRMATION NUMBER: _____
AMOUNT CHARGED: _____
PURCHASE ORDER NUMBER: _____