



## MEMORANDUM

---

Date: July 20, 2023

To: Hidalgo County Policy Council  
Hidalgo County Commissioners' Court

From: Elma P. Carrera, Chief Financial Officer *EPCarrera*

Thru: Irma Peña, Executive Director

C.C: Edmundo Garcia, Assistant Program Director  
Nora Muñoz, Assistant Program Director

Subject: Credit Card Use

---

The Finance department is requesting approval to utilize the Head Start Program's credit card in instances when authorized vendors do not accept purchase orders for services such as broadcasting for parents (mass emails/text messages), publishing of documentation (Canva), and Domain name for program email usage.

As always, we thank you for your continued support.