



## MEMORANDUM

**TO:** Elected Officials, Appointed Officials, and Department Heads  
**FROM:** Ignacio Amezcua, Hidalgo County Purchasing Agent  
**DATE:** October 31, 2023  
**Subject:** Deadlines for Fiscal Year 2023 (FY23) Purchases  
**CC:** Dagoberto Soto Jr., Hidalgo County Budget Officer  
Linda Fong, Interim Hidalgo County Auditor

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Pursuant to action taken by Hidalgo County Commissioners Court on Tuesday, October 31, 2023, this will serve as **NOTICE** of the approved deadlines of **Friday, November 17, 2023, at 5:00 PM** for the submission of **major** purchase requests, and **Friday, November 24, 2022, at 5:00 PM** for the submission of **minor** purchase requests. These deadlines do not apply to purchase requests funded by 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 **rendered** on or before December 31, 2023, to qualify for payment under your FY23 budget;
- E. All open purchase orders from FY23 for which goods and/or services were not rendered on or before December 31, 2023, will lapse and will be charged from your FY24 budget;

Therefore, we strongly recommend and urge staff 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 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.

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