



2802 S. Bus. Hwy 281  
Edinburg, Texas 78539  
Phone: (956) 318-2626  
Fax: (956) 318-2629  
[www.co.hidalgo.tx.us/purchasing](http://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](mailto:nielda.cavazos@co.hidalgo.tx.us)

DATE: 10/26/2023

DEPARTMENT: 340

REQUESTER: Mike Escaname, Division Manager II, Financial Accounting

TYPE OF PURCHASE: H.E.B. Gift Cards

REQUISITION NUMBER: Pending Approval from CC.

AMOUNT TO BE CHARGE: \$2,000.00 per requisition / per P.O.

ONLINE PURCHASE LINK: \_\_\_\_\_

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

10/26/2023  
\_\_\_\_\_  
DATE

PURCHASING USE ONLY

DATE COMPLETED: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
CONFIRMATION NUMBER: \_\_\_\_\_  
AMOUNT CHARGED: \_\_\_\_\_  
PURCHASE ORDER NUMBER: \_\_\_\_\_