



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

NON-TRAVEL REQUEST FORM HIDALGO COUNTY CITIBANK CARD

Complete the form and submit all supporting documentation
to yvonne.pena@co.hidalgo.tx.us

DATE: 09/10/2024
DEPARTMENT: Health (Dept 340)
REQUESTER: Carlos Oliva (Accountant III)
TYPE OF PURCHASE: Gift Cards (HEB)
REQUISITION NUMBER: _____
AMOUNT TO BE CHARGED: \$2,000
ONLINE PURCHASE LINK: N/A

A handwritten signature in blue ink, appearing to be "C. Oliva", is written over the signature line.

DEPARTMENT HEAD SIGNATURE

09/10/2024

DATE

PURCHASING USE ONLY

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