



MEMORANDUM

TO: Elected Officials, Appointed Officials, and Department Heads
FROM: Ignacio Amezcua, Hidalgo County Purchasing Agent 
DATE: October 15, 2024
Subject: Deadlines for Fiscal Year 2024 (FY24) Purchases
CC: Dagoberto Soto Jr., Hidalgo County Budget Officer
Letty Chavez, Hidalgo County Auditor

Pursuant to action taken by Hidalgo County Commissioners Court on Tuesday, October 15th, 2024, this will serve as a notice of the approved deadlines of **Friday, November 15, 2024, at 5:00 PM** for the submission of **major** purchase requests, and **Wednesday, November 27, 2024, 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 **received/rendered and invoiced** on or before December 31, 2024, to qualify for payment under your FY24 budget;
- E. All open purchase orders from FY24 for which goods and/or services were not rendered or received on or before December 31, 2024, will lapse and will be charged from your FY25 budget;

Therefore, we strongly recommend 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, in order to place on the Courts' agenda prior to the deadline above mentioned.
