



2812 S. Bus. Hwy 281, Edinburg, Texas 78539 | Phone: (956) 318-2626 | [www.co.hidalgo.tx.us/purchasing](http://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](mailto:yvonne.pena@co.hidalgo.tx.us)

DATE: 11/21/2024  
DEPARTMENT: Health Department (340)  
REQUESTER: Carlos Oliva (Accountant III)  
TYPE OF PURCHASE: Gift Cards (HEB)  
REQUISITION NUMBER: 506463  
AMOUNT TO BE CHARGED: \$2,000  
ONLINE PURCHASE LINK: N/A

Daven S Rangel  
DEPARTMENT HEAD SIGNATURE

11/21/2024  
DATE

### PURCHASING USE ONLY

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