



Hidalgo County Health & Human Services Department

Dairen Sarmiento Rangel, M.B.A. | Director

1304 S. 25th Ave., Edinburg, TX 78542 · Tel: (956) 383-6221 · Fax: (956) 383-8864 · www.hchd.org

Memorandum

To: Letty Chavez, County Auditor

From: Dairen Sarmiento Rangel, Director, Health and Human Services Department

CO/OSR

Date: August 6, 2026

RE: Request for Change Fund

I am hereby requesting approval for the establishment of a \$50.00 change fund to be used for the Immunizations division located at 1304 S 25th Ave, Edinburg, Texas, 78542. The purpose of this fund is to provide change to the public when requesting copies of Immunizations records.

If you have any questions or require additional information, please contact Guillermo Palacios, Administrative Services Manager Health and Human Services, Carlos Oliva, Division Manager, Financial Accounting, Maveli Martinez, Billing Supervisor, or me at (956) 383-6221.