



**STARR COUNTY, TEXAS**  
**OFFICE OF THE COUNTY AUDITOR**

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LETICIA P. ALANIZ, COUNTY AUDITOR

# Memorandum

To: County Officials, Department Heads, and Staff

From: Leticia P. Alaniz, County Auditor

Date: 04-14-2023

RE: Purchase Order Request Form (updated)

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The county's current purchase order request form has been revised. An additional line has been included to indicate the correct payment address when mailing checks to vendors. It should enhance the process by reducing the chances of errors upon submission. Please see the attachment. A PDF version is also available, just to fill in the boxes.

The form is password protected to prevent accidental edits.

Choose "Cancel" when a password is prompted, then "Ok".

Sincerely,

A handwritten signature in black ink, appearing to read "Leticia P. Alaniz".

Leticia P. Alaniz  
Starr County Auditor