

# Purchase Requisition County of Webb



Department: Water Utility  
 Requisitioned By: Tomas Sanchez  
 Phone No.: (956) 523-5586

Req. Number:  
 Req. Date: 6/27/2014  
 Deliver To: Laredo Machine Shop

<b>Capital Outlay</b> <small>(Attach Minutes)</small>	
Court	Item #
Approval Date	Item #

**E-Mail Standard  
Purchase Requisition**

**E-Mail Capital Outlay Requisition**

**Official's Affidavit**

*I hereby certify that there is an available balance in my approved budget for the current year sufficient to pay for the item(s) requested and that the items are absolutely necessary for the discharge of my official duties.*

Submitting this form from Appropriate  
Official's E-Mail Constitutes Signature

Elected / Appointed Official's Signature

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DAYS NEEDED	PURPOSE	AMOUNT
	16-929-480	Repair Ammonia Storage Unit and Fabricat metal brackets and frame. Will take the necessary tools to job site. Will polish prior to paint. Materials and Labor is included.	1	\$3,346.00	ASAP	Repairs are needed to comply with the TCEQ regulations and for the SAFETY of the employees	\$3,346.00
<b>TOTAL AMOUNT</b>							<b>\$3,346.00</b>