Purchase Requisition
County of Webb

E-Mail Standard Purchase Requisition

E-Mail Capital Outlay Requisition

Department Water Utilities
Requisitioned By Rose Flores
Phone No. 956-523-5588

Req. Number 74
Req. Date July 15, 20154
Deliver To Purchasing Dept.

Capital Outlay (Attach Minutes)	
Court Approval Date	Item

SH1
DIR Contract
DIR-SDD-2503

Official 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

7/15/14

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
		~~Dell Computers~~	~~6~~	~~$1,266.58~~	~~07/15/2014~~	~~replace old computers~~	~~$7,599.48~~
		Microsoft Office Professional Plus 2013	6	$328.20	07/15/2014		$1,969.20
		Microsoft Exchange Server 2013	6	$51.00	07/15/2014		$306.00
		Microsoft Windows Server 2012	6	$19.00	07/15/2014		$114.00
		Microsoft system Configuration Manager	6	$47.10	07/15/2014		$282.60
							2671.80
						TOTAL AMOUNT	~~$10,271.28~~

RECEIVED
2014 JUL 16 AM 7 57
WEBB COUNTY
PURCHASING DEPT.

Form RQ01 *Revised 02/11*