



**Webb County
Purchase Justification Form**

Funding Sources Requested:

_____ Capital Outlay Fund #To be Determined

_____ Building Improvement Fund #

Department: Utilities

Department Head: Adrian G. Montemayor

Number of Dept. Employees: 18

Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Discharge Hose 300psi 100 ft.	1	0	Fair	\$1,612.90	\$1,612.90
2 Bolt 4 inch Clamps	20	0	Poor	\$289.60	\$289.60
Freight Charge	1	0	Poor	\$275.00	\$275.00

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 WEBB COUNTY
 PURCHASING DEPT.

Total Cost of item(s) being purchased: \$2,176.60

Do you have 3 quotes for all items listed above? Yes X No

What is the purpose of each item(s) requested? This Discharge Hose and Clamps are needed to get any leaks fixed at the Collection System and at the Lift stations as well.

If the purchase is to replace item(s) is the item(s) being replaced currently in use?

Yes X No

What is the impact or risk potential if we don't purchase item(s)? Potential Risk are major leaks at the Lift stations and will result to fines from TCEQ.

Please Circle Priority: **(Critical)** Upgrade Desirable


PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

PRIORITY 2: UPGRADE – Required for **significant upgrade** in service, operating efficiency, economy and/or safety of current operations.

PRIORITY 3: DESIRABLE – Required to introduce **desirable**, but optional new service, program, faculty or staff, or to make small improvements in operating efficiency, economy and/or safety.

Required with this form:

- Price quotes
- Pictures of item(s) to be replaced
- 5 copies


Department Head Signature
Date: 7/8/14

**** Please note this form must be filled out in its entirety for purchase to be considered for approval ****

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