



**Webb County
Purchase Justification Form**

Funding Sources Requested:

- Capital Outlay Fund #603-0101-8801:
- Building Improvement Fund #604-0101-8103
- Capital Outlay Series 2013 750-8000-8801

Department: Constable, Pct. 4

Department Head: Constable Harold Devally, Pct. 4

Number of Dept. Employees 16

Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Printer Stand	1	0	N/A	\$ 296.40	\$ 296.40
				Total:	\$ 296.40

Total Cost of item(s) being purchased: \$ 296.40

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

What is the purpose of each item(s) requested? My department does not currently possess this item and printer stand is for one of the laser printers being requested.

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

Yes _____ No _____ N/A

What is the impact or risk potential if we don't purchase item(s)? It will affect the daily operational needs and high demand of my department. The recent move to the temporary office building has provided more offices and stations for staff and required them to have functional working stations.

Please Circle Priority: Critical Upgrade Desirable

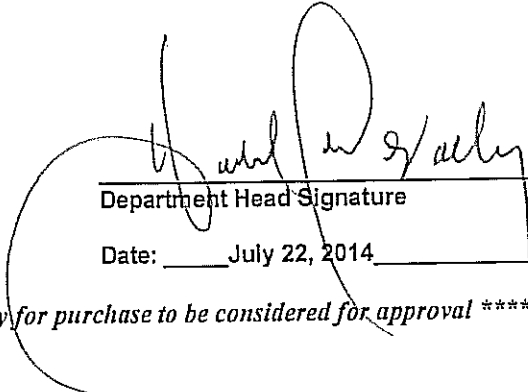
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

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: July 22, 2014

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



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Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
100 Filing Cabinets	2	4	Fair	\$ 739.00	\$ 1,478.00
				\$ 455.00	\$ 910.00
				Total:	\$ 1,478.00

\$ 910.00

Total Cost of item(s) being purchased: \$ 1,478.00

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

What is the purpose of each item(s) requested? Requesting filing cabinets for two offices for filing reports, law enforcement documents and other important letters, memos, etc. These items are essentials to the daily operational and high demands of my department. The recent move to the temporary office building has provided more office and stations for staff and requires them to have functional working stations.

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)? It will affect the daily operational and high demands of my department.

Please Circle Priority: Critical Upgrade Desirable

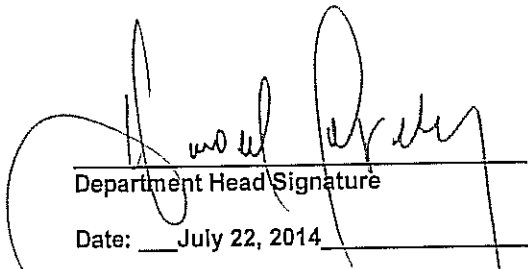
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Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Paper Shredder	2	1	Fair	\$428.99	\$857.98
				303.98	\$767.98
				Total:	\$857.98

\$767.98

Total Cost of item(s) being purchased: \$ 857.98

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

What is the purpose of each item(s) requested? Requesting paper shredders for two different work stations for shredding confidential documents in my department. These items are essentials to the daily operational and high demands of my department. The recent move to the temporary office building has provided more office and stations for staff and requires them to have functional working stations.

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

Yes _____ No _____ N/A

What is the impact or risk potential if we don't purchase item(s)? It will affect the daily operational and high demands of my department.

Please Circle Priority: Critical Upgrade Desirable

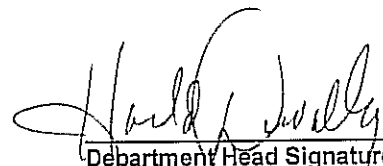
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Total Cost of item(s) being purchased: \$ 379.80

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

What is the purpose of each item(s) requested? Requesting paper punch hole for two different work stations for legal documents, Civil and Criminal citations, reports, requisitions, etc... in my department. These items are essentials to the daily operational and high demands of my department. The recent move to the temporary office building has provided more offices and stations for staff and requires them to have functional working stations.

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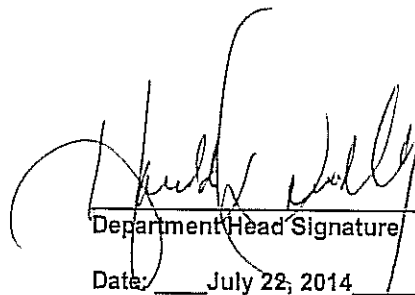
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