

runding Sources Requested:	
X Capital Outlay Fund #603-0101-8801:	
Building Improvement Fund #604-0101	-8103
Capital Outlay Series 2013 750-8000-8	801
Department: Constable, Pct. 4	Department Head: Constable Harold Devally, Pct. 4
Number of Dept. Employees 16	

ltem	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:	<u>\$ 296.40</u>
Do you have 3 quotes for all items listed above?	Yes NoX
What is the purpose of each item(s)requested? and printer stand is for one of the laser printers	My department does not currently possess this item being requested.
If the purchase is to replace item(s) is the item(s	s) being replaced currently in use?
Yes No N/A	
needs and high demand of my department. The	purchase item(s)? It will affect the daily operational recent move to the temporary office building has required them to have functional working stations.
Please Circle Priority: Critical	Upgrade Desirable
protect valuable property; and/or comply with insurance o PRIORITY 2: UPGRADE – Required for significant upgrade operations.	e, but optional new service, program, faculty or staff, or to make
Required with this form:	
 Price quotes Pictures of item(s) to be replaced 5 copies 	thank w stally
	Department Head Signature Date:July 22, 2014
**** Please note this form must be filled out in t	its entirety for purchase to be considered for approval ****

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Funding Sources Requested:	
X Capital Outlay Fund #603-0101-8801:	
Building Improvement Fund #604-0101	1-8103
Capital Outlay Series 2013 750-8000-8	801
Department: Constable, Pct. 4	Department Head: Constable Harold Devally, Pct. 4
Number of Dept. Employees16	

ltem	Qty	Qty on Hand	Condition of Item being replaced: Poor/Fair/Good	Unit Price	Extended Price
抽動 Filling Cabinets	2	4	Fair	\$ 739,00	\$ 1,478.00
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Manager Landson Control of Contro			=		
				-	
				Total:	\$ 1,478.00

\$ 910,00

Total Cost of item(s) being purchased:	<u>\$ 1,478.00</u>	<u>)</u>	
Do you have 3 quotes for all items listed a	bove? Yes	NoX	
What is the purpose of each item(s) requested reports, law enforcement documents and contents and contents and contents and contents and the daily operational and high temporary office building has provided mofunctional working stations. If the purchase is to replace item(s) is the	other important letters, demands of my depart re office and stations fo	memos, etc. These it ment. The recent mover or staff and requires th	ems are ve to the
YesX No			
What is the impact or risk potential if we and high demands of my department.	don't purchase item(s)	! It will affect the daily	y operational
Please Circle Priority: Critical	Upgrade	Desirable	
PRIORITY 1: CRITICAL — Required to prevent a criti protect valuable property; and/or comply with insurpriority 2: UPGRADE — Required for significant u poperations. PRIORITY 3: DESIRABLE — Required to introduce de small improvements in operating efficiency, econorise	rance or code requirements. pgrade in service, operating esirable, but optional new s	efficiency, economy and/c	or safety of current
Required with this form:			
 Price quotes Pictures of item(s) to be repla 5 copies 	i I	Department Head\Signa	\ \
**** Please note this form must be filled o	out in its entirety for purc	nase to de constaerea Jo	a approvai



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Number of Dept. Employees16	

Item	Qty	Qty on	Condition of item	Unit Price	Extended Price
		Hand	being replaced: Poor/Fair/Good		
Paper Shredder	2	1	Fair	\$.428.99	\$ 857.98
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				300.	41/01/4
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	+		-	Total:	\$.857,98

Total Cost of item(s) being purchased:	<u>\$ 857.98</u>	
Do you have 3 quotes for all items listed abo	ve? Yes	NoX
What is the purpose of each item(s)requeste stations for shredding confidential documents operational and high demands of my departm provided more office and stations for staff and If the purchase is to replace item(s) is the item. Yes No N/A	in my department These ent. The recent move to d requires them to have f	e items are essentials to the daily the temporary office building has unctional working stations.
What is the impact or risk potential if we do and high demands of my department.	n't purchase item(s)? <u>It w</u>	vill affect the daily operational
Please Circle Priority: Critical	Upgrade	Desirable
PRIORITY 1: CRITICAL – Required to prevent a critical protect valuable property; and/or comply with insurance PRIORITY 2: UPGRADE – Required for significant upgroperations . PRIORITY 3: DESIRABLE – Required to introduce desir small improvements in operating efficiency, economy a	e or code requirements. ade in service, operating efficional service, able, but optional new service,	ency, economy and/or safety of current
Required with this form:		
 Price quotes Pictures of item(s) to be replaced 5 copies 	d Deþar Date:	tment Head Signature July 22, 2014
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Number of Dept. Employees16	-

ltem	Qty	Oty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Electric Paper Punch Hole	2	0	N/A	\$,289,90	\$ 379.80
				1113.05	# 206.10
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					12 12 W
				Total:	\$ 379.80-

Total Cost of item(s) being purchased:	<u>\$ 379.80</u>
Do you have 3 quotes for all items listed above?	Yes NoX
What is the purpose of each item(s)requested? Requestations for legal documents, Civil and Criminal citation. These items are essentials to the daily operational and move to the temporary office building has provided mothem to have functional working stations. If the purchase is to replace item(s) is the item(s) being	ns, reports, requisitions, etc in my department high demands of my department. The recent ore offices and stations for staff and requires
Yes No N/A	
What is the impact or risk potential if we don't purcha and high demands of my department.	ase item(s)? It will affect the daily operational
Please Circle Priority: Critical Upgra	ade Desirable
PRIORITY 1: CRITICAL – Required to prevent a critical reduction in protect valuable property; and/or comply with insurance or code re PRIORITY 2: UPGRADE – Required for significant upgrade in service operations. PRIORITY 3: DESIRABLE – Required to introduce desirable , but operating improvements in operating efficiency, economy and/or safety	equirements. ce, operating efficiency, economy and/or safety of current otional new service, program, faculty or staff, or to make
Required with this form:	_
 Price quotes Pictures of item(s) to be replaced 5 copies 	Department/Head Signature

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