



**Webb County
Purchase Justification Form**

Funding Sources Requested:

Capital Outlay Fund #603-0101-8801:

Building Improvement Fund #604-0101-8103

Department District Clerk's Office

Department Head Esther Degollado

Number of Dept. Employees 41

Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Lenovo ThinkVision L2252p LED Monitor	42	42	Fair	243.39	10,230.78
Tripp Lite Displayport Monitor Cable	42	42	Fair	15.26	640.92
Fujitsu Scanner Pad Assembly (fi-5120c)	2	2	Fair	16.44	32.88
Fujitsu Scanner Pick Roller (fi-5120c)	1	1	Fair	28.05	28.05
Fujitsu Scanner Pad Assembly (fi-5330c)	14	14	Fair	12.57	175.98
Fujitsu Scanner Pick Rollers (fi-5530c)	18	18	Fair	36.76	661.68
Fujitsu Scanner Pick Roller (fi-6130z)	16	16	Fair	21.28	340.48
Fujitsu Scanner Brake Rollers (fi-6130z)	18	18	Fair	28.05	504.90
HP Printer Pickup Roller (4250-600)	10	10	Fair	12.95	129.50
HP Printer Pickup Roller (3005)	3	3	Fair	19.95	59.85
HP LaserJet Enterprise m551n Printer	1	1		512.28	512.28
HP Laserjet Enterprise 600 M601n Printer	3	3		634.15	1902.45
Papcon Software Upgrade/Transfer	1	1		3000.00	3000.00
Fujitsu Scanner Brake Roller (fi-5650c)	3	3	Fair	46.99	140.97
Fujitsu Scanner Brake Roller (fi-6670)	3	3	Fair	48.49	145.47
Fujitsu Scanner Pick Roller (fi-5650c)	8	8	Fair	70.99	567.92
Lateral Files Cabinet	1	1		489.00	489.00
					19,563.37

Total Cost of item(s) being purchased: \$ 19,563.11

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

What is the purpose of each item(s) requested? To Maintenance and accomplish the work task.

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

Yes No

What is the impact or risk potential if we don't purchase item(s)? Unable to complete work task.

Please Circle Priority: Critical Upgrade Desirable

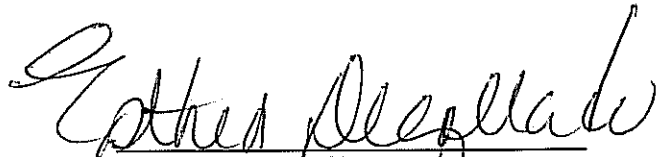
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

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: 7-31-14

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

**Purchase Requisition
County of Webb**



Department Requisitioned By Phone No. District Clerk's Office Laura Salinas 523-5208

Req. Number 07/31/2014
Req. Date 1110 Victoria St. Suite 203
Deliver To

Capital Outlay (Attach Minutes)	
Court Approval Date	Item #

**E-Mail Standard
Purchase Requisition**

E-Mail Capital Outlay Requisition



























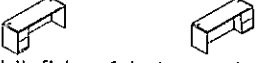















































































Official's Affidavit
I hereby certify that there is an available balance in my approved budget for the current year sufficient to pay for the item(s) requested and that the items are absolutely necessary for the discharge of my official duties.

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	DATE NEEDED BY	PURPOSE	AMOUNT
603--010-8801	11-425-400	Lateral Files Cabinet	1	\$489.00	07/31/2014	To store files	\$489.00
TOTAL AMOUNT							\$489.00

SETTING COMPONENTS Build your own configuration. Mix-and-match components are sold below.

	 <p>Double Pedestal Desk</p> <p>Two box drawers, one file drawer on left; two file drawers on right; drawers lock. Two cord management grommets in top. 10 1/4" top overhang provides kneespace for guests.</p>	 <p>Single Pedestal Desk</p> <p>Two box drawers, one file drawer; drawers lock. Two cord management grommets in top. 10 1/4" top overhang provides kneespace for guests.</p>	 <p>Bridge</p> <p>Connects Single Pedestal Credenza to Single Pedestal Desk to form a "U" workstation, cord routing Grommets in top and back.</p>	 <p>Credenza with Doors</p> <p>Two file drawers in each pedestal, drawers lock. Storage cabinet in center; doors do not lock. Two cord management grommets in top.</p>	 <p>Credenza with Kneespace</p> <p>Two file drawers lock in each pedestal. Cord routing grommets in top and back panel.</p>
<p>HARVEST  1 HON-10799CC •</p> <p>HENNA CHERRY  2 HON-10799JJ •</p> <p>MAHOGANY  3 HON-10799NN •</p> <p>SIZE (W x D x H) 72" x 36" x 29 1/2"</p> <p>SHPG. WT. 371 lbs.   </p> <p>PRICE 1,799.00</p>	<p>ID PEDESTAL ON LEFT ID PEDESTAL ON RIGHT</p> <p>4 HON-10788LCC • 7 HON-10787RCC •</p> <p>5 HON-10788LJJ • 8 HON-10787RJJ •</p> <p>6 HON-10788LNN • 9 HON-10787RNN •</p> <p>72" x 36" x 29 1/2" 72" x 36" x 29 1/2"</p> <p>317 lbs.    317 lbs.   </p> <p>1,499.00 1,499.00</p>	<p>ID</p> <p>10 HON-10770CC •</p> <p>11 HON-10770JJ •</p> <p>12 HON-10770NN •</p> <p>47" x 24" x 29 1/2"</p> <p>81 lbs.   </p> <p>348.00</p>	<p>ID</p> <p>13 HON-10742CC •</p> <p>14 HON-10742JJ •</p> <p>15 HON-10742NN •</p> <p>72" x 24" x 29 1/2"</p> <p>314 lbs.   </p> <p>1,799.00</p>	<p>ID</p> <p>16 HON-10741CC •</p> <p>17 HON-10741JJ •</p> <p>18 HON-10741NN •</p> <p>72" x 24" x 29 1/2"</p> <p>280 lbs.   </p> <p>1,499.00</p>	
	<p>Single Pedestal Credenza</p>  <p>Two locking file drawers. Cord routing grommets in top and back panel.</p> <p>ID PEDESTAL ON LEFT ID PEDESTAL ON RIGHT</p> <p>19 HON-10708LCC • 22 HON-10707RCC •</p> <p>20 HON-10708LJJ • 23 HON-10707RJJ •</p> <p>21 HON-10708LNN • 24 HON-10707RNN •</p> <p>72" x 24" x 29 1/2" 72" x 24" x 29 1/2"</p> <p>235 lbs.    235 lbs.   </p> <p>1,227.00 1,227.00</p>	<p>"L" Workstation with Right Pedestal Desk</p>  <p>Single Pedestal Desk and Return each with one box, file drawer. 1/4 pedestals. All drawers lock. Desk and Return sold and shipped separately—ORDER BOTH.</p> <p>ID DESK ID RETURN</p> <p>25 HON-10783RCC • 28 HON-10716LCC •</p> <p>26 HON-10783RJJ • 29 HON-10716LJJ •</p> <p>27 HON-10783RNN • 30 HON-10716LNN •</p> <p>66" x 30" x 29 1/2" 48" x 24" x 29 1/2"</p> <p>239 lbs.    147 lbs.   </p> <p>1,024.00 754.00</p>	<p>"L" Workstation with Left Pedestal Desk</p>  <p>Single Pedestal Desk and Return each with one box, file drawer. 1/4 pedestals. All drawers lock. Desk and Return sold and shipped separately—ORDER BOTH.</p> <p>ID DESK ID RETURN</p> <p>31 HON-10784LCC • 34 HON-10715RCC •</p> <p>32 HON-10784LJJ • 35 HON-10715RJJ •</p> <p>33 HON-10784LNN • 36 HON-10715RNN •</p> <p>66" x 30" x 29 1/2" 48" x 24" x 29 1/2"</p> <p>239 lbs.    147 lbs.   </p> <p>1,024.00 754.00</p>		
	<p>Double Pedestal Desk</p>  <p>One box/file drawer in each 1/4 pedestal. 10 1/4" conference overhang on 72" w desk provides kneespace for guests. All drawers lock.</p> <p>ID 72" ID 60"—IDEAL FOR TIGHT SPACES</p> <p>37 HON-10791CC • 40 HON-10771CC •</p> <p>38 HON-10791JJ • 41 HON-10771JJ •</p> <p>39 HON-10791NN • 42 HON-10771NN •</p> <p>72" x 36" x 29 1/2" 60" x 30" x 29 1/2"</p> <p>340 lbs.    265 lbs.   </p> <p>1,356.00 1,140.00</p>	<p>Credenza with Kneespace</p>  <p>One box, one file drawer in each pedestal; drawers lock. Cord routing grommets in top and back panel. 1/4 pedestals.</p> <p>ID 72" CREDENZA ID 60" CREDENZA</p> <p>43 HON-10743CC • 46 HON-10765CC •</p> <p>44 HON-10743JJ • 47 HON-10765JJ •</p> <p>45 HON-10743NN • 48 HON-10765NN •</p> <p>72" x 24" x 29 1/2" 60" x 24" x 29 1/2"</p> <p>243 lbs.    229 lbs.   </p> <p>1,210.00 1,083.00</p>	<p>Stack-on Storage</p>  <p>Overhead design saves floor space. Four self-closing, hinged doors; two compartments.</p> <p>ID FOR 72" WIDE CREDENZA ID FOR 60" WIDE CREDENZA</p> <p>49 HON-10734CC • 52 HON-10732CC •</p> <p>50 HON-10734JJ • 53 HON-10732JJ •</p> <p>51 HON-10734NN • 54 HON-10732NN •</p> <p>68 3/4" x 14 3/4" x 37 1/2" 56 3/4" x 14 3/4" x 37 1/2"</p> <p>175 lbs.    181 lbs.   </p> <p>990.00 954.00</p>		
	<p>Bookcases</p>  <p>Fixed shelves. Full-finished back. Shelf count includes bottom of bookcase. No assembly required.</p> <p>ID FIVE SHELVES ID FOUR SHELVES ID FOUR SHELVES ID TWO SHELVES</p> <p>55 HON-10755CC • 58 HON-10754CC • 61 HON-10753CC • 64 HON-10752CC •</p> <p>56 HON-10755JJ • 59 HON-10754JJ • 62 HON-10753JJ • 65 HON-10752JJ •</p> <p>57 HON-10755NN • 60 HON-10754NN • 63 HON-10753NN • 66 HON-10752NN •</p> <p>36" x 13 3/4" x 71" 36" x 13 3/4" x 57 1/2" 36" x 13 3/4" x 43 1/2" 36" x 13 3/4" x 29 1/2"</p> <p>187 lbs.    156 lbs.    122 lbs.    90 lbs.   </p> <p>845.00 709.00 620.00 515.00</p>	<p>Storage Cabinet</p>  <p>One adjustable interior shelf. Locking.</p> <p>ID</p> <p>57 HON-107291CC •</p> <p>58 HON-107291JJ •</p> <p>59 HON-107291NN •</p> <p>36" x 20" x 29 1/2"</p> <p>144 lbs.   </p> <p>760.00</p>	<p>Lateral Files</p>  <p>Mechanical interlock allows only one drawer to open at a time to inhibit tipping. Hang rails for legal/letter filing. Locking.</p> <p>ID FOUR DRAWER ID TWO DRAWER</p> <p>70 HON-107699CC • 73 HON-10762CC •</p> <p>71 HON-107699JJ • 74 HON-10762JJ •</p> <p>72 HON-107699NN • 75 HON-10762NN •</p> <p>36" x 20" x 59 1/2" 36" x 20" x 29 1/2"</p> <p>296 lbs.    169 lbs.   </p> <p>2,019.00 954.00</p>		
	<p>Bookcase Hutch</p>  <p>Fits on top of Lateral File or Storage Cabinet. Two shelves, adjustable in 1 1/4" increments.</p> <p>ID</p> <p>76 HON-107292CC •</p> <p>77 HON-107292JJ •</p> <p>78 HON-107292NN •</p> <p>32 3/4" x 14 3/4" x 37 1/4"</p> <p>93 lbs.   </p> <p>578.00</p>	<p>Center Drawer</p>  <p>Use 26" wide drawer with Double Pedestal Desk, Credenza with Kneespace and Return. Use 22" wide drawer with Single Pedestal Desk and Single Pedestal Credenza.</p> <p>ID 22" WIDE ID 26" WIDE</p> <p>79 HON-1522C • 82 HON-1526C •</p> <p>80 HON-1522J • 83 HON-1526J •</p> <p>81 HON-1522N • 84 HON-1526N •</p> <p>22" x 15 3/4" x 2 1/4" 26" x 15 3/4" x 2 1/4"</p> <p>11 lbs.  12 lbs. </p> <p>159.00 179.00</p>	<p>Round Table</p>  <p>Use in offices or open areas for meetings. Adjustable leveling glides on base. Top and Base sold and shipped separately—ORDER BOTH.</p> <p>ID 42" TOP ID CYLINDER BASE</p> <p>85 HON-107242CC • 88 HON-TLRAC •</p> <p>86 HON-107242JJ • 89 HON-TLRAJ •</p> <p>87 HON-107242NN • 90 HON-TLRAN •</p> <p>42" dia 18" dia x 28" h</p> <p>58 lbs.    42 lbs.   </p> <p>548.00 554.00</p>		