



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
2014 Chevrolet Tahoe Reflective Graphics	2			\$ 1,105.00	\$ 2,210.00
Total:					\$ 2,210.00

Total Cost of item(s) being purchased:

\$ 2,210.00

Do you have 3 quotes for all items listed above?

Yes _____ No _____

What is the purpose of each item(s)/requested? Requesting Two (2) Reflective Graphics (Designed,

Printed, Laminated, Die Cut & Installed) Reflective 3M 5100 for new patrol units.

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)? Reflective graphics are required on all Law Enforcement units.

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: August 12, 2014

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