

**Purchase Requisition  
County of Webb**



Department: Treasury  
 Requisitioned By: Delia Perales  
 Phone No.: 956-523-4150

Req. Number: 002  
 Req. Date: 10/27/2014  
 Deliver To: Treasury Department

Capital Outlay (Attach Minutes)	
Count	Item #
Approval Date	

**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

*Delia Perales*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY.	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
750-8000-8801	08-206-550	GT 400/200 SERIES HAND SCANNER	10	\$3,100.00	10/27/22014	SCANNER FOR THE DEPARTMENTS	\$31,000.00
		GT 400 HAND SCANNER POE	10	\$150.00		THAT ARE PENDING	\$1,500.00
		DESKTOP USB BIOSCAN PLUS	24	\$330.00		(SEE ATTACHED)	\$7,920.00
		Shipping	1				\$ 482.00
TOTAL AMOUNT							<del>\$40,420.00</del> \$ 40,902.00



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

Vehicle Lease Program

Department Treasurer

Department Head [Signature]

Number of Dept. Employees 10

Item	Qty	Qty on Hand	Condition of Item being replaced: Poor/Fair/Good	Unit Price	Extended Price
GT-40000 Series Band Saw	10			3,100.00	31,000.00
Band Saws					
GT400 Hand Saws	10			150.00	1,500.00
Hand Saws					
Desktop USB	24			330.00	7,920.00

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

Date: 10-19-14  
Department Head Signature  
*[Signature]*

- Price quotes
- Pictures of item(s) to be replace

Required with this form:

**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.

Please Circle Priority: Critical Upgrade Desirable

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the impact or risk potential if we don't purchase item(s)?

If the purchase is to replace item(s) is the item(s) being replaced currently in use? Yes  No

\_\_\_\_\_  
\_\_\_\_\_ Services for Study Docks. \_\_\_\_\_

What is the purpose of each item(s) requested?

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

Total Cost of item(s) being purchased:

\$ 40,400.00

<u>40,400.00</u>						Total
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Subtotal: 40,420.00  
 S & H: 482.00  
 Total: 40,902.00

Valid for 15 days. Expires 09/24/2014.  
 DO NOT PAY. THIS IS NOT AN INVOICE

Stock No.	Ordered	Description	Unit Cost	Total
46-405	10	GT-400/200 Series Hand Scanner	3,100.00	31,000.00
46-413	10	GT 400 Hand Scanner POE External Adapter	150.00	1,500.00
46-605	24	Desktop USB BioScan-Plus	330.00	7,920.00
TCPN Contract # R131301				
				<b>Total</b>

Rep	Entry	Method of Shipment	Method of Payment	P.O. Number
AJACKSON	BLACK	UPS Ground	Purchase Order Net30	TBD

CUSTOMER  
 Webb County  
 Cesar Guerra (956) 523-4153  
 1000 Houston St  
 Laredo, TX 78040-8017

TimeClock Plus  
 by Data Management, Inc.  
 1 Time Clock Drive, San Angelo, TX 76904  
 325 223-9500 800 749-8483  
 sales@timeclockplus.com

Quote	Customer	Quote Date
336724	70743	09/09/2014

Department	Equipment	Stock Number	Quantity	Unit Price	Total Cost
Adult Probation	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Adult Probation	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Constable Precinct 3	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Constable Precinct 3	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Constable Precinct 4	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Constable Precinct 4	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Drug Court	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Drug Court	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Fire Department	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Fire Department	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
JP2/Constable 2	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
JP2/Constable 2	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
JP4	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
JP4	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Road and Bridge	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Road and Bridge	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Tax Assessor	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Tax Assessor	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Utilities	GT-400	46-405	1.00	\$ 3,100.00	\$ 3,100.00
Utilities	GT-400 Adaptor	46-413	1.00	\$ 150.00	\$ 150.00
Utilities	Hamster	46-605	3.00	\$ 330.00	\$ 990.00
CAA-Agular	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
CAA-Meals on Wheels	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
CAA-Self Help	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Constable Precinct 2	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
County Extension Agent	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Economic Development	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
JP3	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Medical Examiners	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Veteran's Office	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Commissioner Precinct 1	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Rio Bravo Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Rio Bravo Activity Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
La Presa Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
El Cenizo Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Ernesto J Salinas Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Mirando City Community/Learning Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Quad City Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Commissioner Precinct 2	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Larga Vista Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Bruni Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Commissioner Precinct 3	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
St. Teresa Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00

Department	Equipment	Stock Number	Quantity	Unit Price	Total Cost
Commissioner Precinct 4 Fred and Anita Bruni Community Center Fernando Salinas Community Center	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
	Hamster	46-605	1.00	\$ 330.00	\$ 330.00
Shipping Cost					\$ 482.00
Total Cost					\$40,902.00