Purchase Requisition
County of Webb

E-Mail Standard Purchase Requisition

E-Mail Capital Outlay Requisition

Department Utilities
Requisitioned By Tomas Sanchez
Phone No. (956) 523-5586

Req. Number 86
Req. Date October 17, 2014
Deliver To Nueces Power Equipment

Budget Officer Approval	
Approval Date	Item

Budget Officer

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	Inventory Code	Item Description	Qty	Price Per Unit	Date Needed By	Purpose	Amount
	13-760-040	CASE 580N Loader Backhoe 4WD STD	1	$73,056.91	ASAP	Backhoe is to be used in the whole	$73,056.91
		Transmission Product# 07J				Utilities Department for any Emergenc	
		(HGAC Buy Form)				ies in the Water, Wastewater, Collectio	
						and Distribution System.	
						Total Amount	$73,056.91

Form RQ01 *Revised 02/11*