

**Purchase Requisition
County of Webb**

**E-Mail Standard
Purchase Requisition**

Department
Requisitioned By
Phone No.

Req. Number
Req. Date
Deliver To



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 Capital Outlay Requisition Signature
Elected / Appointed Official's Signature

Capital Outlay (Attach Minutes)
Approval Date Item #

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY.	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
604-0101-8103	22-910-560	Fire Alarm Panel	1	\$950.00	ASAP	To replace old fire alarm panel	\$950.00
RECEIVED 2014 OCT 30 PM 4 52 WEBB COUNTY PURCHASING DEPT							
TOTAL AMOUNT							\$950.00

Total					\$ 950.00
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Total Cost of item(s) being purchased: \$ 950.00 _____

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

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

To replace fire alarm panel.

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

Yes _____ No X _____

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

We are not in compliance.

Please Circle Priority: Critical Upgrade Desirable

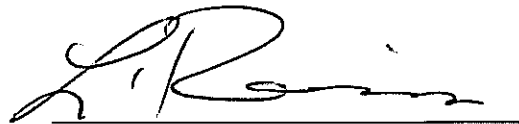
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

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 replace



Department Head Signature

Date: 10-30-14

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



T.C.R. - The Best Alarm Company

1416 Houston ST.
 Laredo, TX 78040
 Tel. 956-724-5201
 Fax. 956-726-3154

Estimate

DATE	ESTIMATE NO.
10/28/2014	4610

NAME / ADDRESS
WEBB COUNTY PURCHASING DEPARTMENT 1110 WASHINGTON, SUITE 101 LAREDO, TEXAS 78040

			PROJECT
DESCRIPTION	QTY	COST	TOTAL
REPLACE OLD FIRE ALARM WITH NEW FIRE ALARM	1	950.00	950.00
Site: Rio Bravo Community Center 1600 Orquidia Lane Rio Bravo, TX			
SALES TAX		8.25%	0.00
		TOTAL	\$950.00

To learn more about our Interactive Services visit us on the web at
<https://www.alarm.com/US/bestalarm>

Purchase Requisition County of Webb



Department
Rio Bravo Community Center
Requisitioned By
Rosa Eda Benavides
Phone No.
956-523-4660

Req. Number
T.C.R. The Best Alarm Company
Req. Date
10/29/2014
Deliver To
Rio Bravo Community Center

Capital Outlay (Attach Minutes)	
Court Approval Date	Item #

**E-Mail Standard
Purchase Requisition**

E-Mail Capital Outlay Requisition

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Official's ~~E-Mail Requisition~~ Signature

Elected / Appointed Official's Signature

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TOTAL AMOUNT							\$950.00

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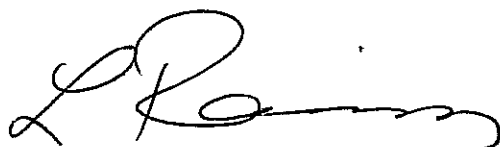
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Department Head Signature

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T.C.R. - The Best Alarm Company

1416 Houston ST.
 Laredo, TX 78040
 Tel. 956-724-5201
 Fax. 956-726-3154

Estimate

DATE	ESTIMATE NO.
10/21/2014	4599

NAME / ADDRESS
WEBB COUNTY PURCHASING DEPARTMENT 1110 WASHINGTON, SUITE 101 LAREDO, TEXAS 78040

			PROJECT
DESCRIPTION	QTY	COST	TOTAL
REPLACE FIRE ALARM PANEL	1	950.00	950.00
Site: Rio Bravo Activity Center 1600 Orquidia Lane Rio Bravo, Texas 78046 SALES TAX		8.25%	0.00
		TOTAL	\$950.00

To learn more about our Interactive Services visit us on the web at
<https://www.alarm.com/US/bestalarm>