

Purchase Requisition
County of Webb



Department
Requested By *Constable Miguel Villarreal*
Phone No. *4780*
Monica Garcia

Req. Number
Req. Date
Deliver To

Capital Outlay (Attach Minutes)	
Court	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

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY.	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
603-0101-8801	01-998-290	Dell Printers	2	421.49	11-24-14	office use	842.98
603-0101-8801	01-998-290	Dell Toner	2	178.47	11-24-14	office use	356.94
603-0101-8801	01-998-290	Dell USB Printer cable	2	12.89	11-24-14	office use	25.78
<p style="text-align: center;">RECEIVED 2014 NOV 24 PM 2 WEBB COUNTY PURCHASING DEPT.</p>							
TOTAL AMOUNT							1225.70

Total					

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

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

What is the purpose of each item(s) requested?
For printing of Confidential documents.

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)?
Risk of Violating Confidentiality laws and Rules set by the state of Texas.

Please Circle Priority: Critical Upgrade Desirable

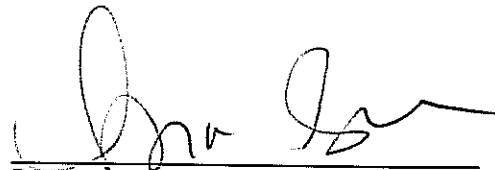
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

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: 11-24-14

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



QUOTATION

Quote #: 695795834
 Customer #: 6783915
 Contract #: 42AFU
 Customer Agreement #: DIR-SDD-1951
 Quote Date: 11/21/2014
 Customer Name: WEBB CO TREASURER

Date: 11/21/2014

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: LUIS M HERRERA PHONE: 1800 - 4563355
 Email Address: Jill_Sampson@Dell.com Phone Ext: 80000

GROUP: 1 QUANTITY: 2 SYSTEM PRICE: \$421.49 GROUP TOTAL: \$842.98

Description	Quantity
Dell Mono Multifunction Printer - B2375dfw (210-ABOC)	2
Basic Hardware Service: Next Business Day Parts and Limited Labor Onsite Response Initial Year (963-4797)	2
Basic Hardware Service: Next Business Day Parts and Limited Labor Onsite Response 2 Year Extended (963-4791)	2
Dell Limited Hardware Warranty Plus Onsite Service Extended Year(s) (963-4842)	2
Dell Limited Hardware Warranty Plus Onsite Service Initial Year (963-4844)	2

SOFTWARE & ACCESSORIES

GROUP TOTAL: \$382.72

Product	Quantity	Unit Price	Total
Dell 10,000 Page Black Toner Cartridge for Dell B2375dnf/dfw Mono Multifunction Printer, Customer Install (593-BBBJ)	2	\$178.47	\$356.94
DELL USB PRINTER CABLE - 10 Ft. BLACK (310-8687)	2	\$12.89	\$25.78

*Total Purchase Price: **\$1,225.70**
 Product Subtotal: \$1,225.70
 Tax: \$0.00
 Shipping & Handling: \$0.00
 State Environmental Fee: \$0.00
 Shipping Method: LTL 5 DAY OR LESS
 (* Amount denoted in \$)

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

Dell may make changes to this proposal including changes or updates to the products and services described, including pricing, without notice or obligation.

Terms of Sale

This quote is valid for 30 days unless otherwise stated. Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale (www.dell.com/CTS), which incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (www.dell.com/warrantyterms).

If this purchase is intended for resale: Dell's Reseller Terms of Sale (www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's Service Terms (www.dell.com/servicecontracts/global).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S (www.dell.com/SEULA).

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Additional Terms for Public Customers

If you are a department, agency, division, or office of any district, state, county or municipal government within the United States ("Public Customer"), the following terms ("Public Customer Terms") apply in addition to the foregoing terms: A. If any portion of the foregoing terms and conditions (or any terms referenced therein) is prohibited by law, such portion shall not apply to you. Notwithstanding anything to the contrary, the End User License Agreements shall take precedence in all conflicts relevant to your use of any software. B. By placing your order, you confirm that (1) you are a contracting officer or other authorized representative of Public Customer with authority to bind the Public Customer to these terms and conditions, and (2) you have read and agree to be bound by these terms and conditions.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Sales tax on products shipped is based on your "Ship To" address, and for software downloads is based on your "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: Dell Marketing L.P. Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

All information supplied to WEBB CO TREASURER for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

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Privacy Policy

Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit dell.com/privacy.