

AUDITOR'S OFFICE

**WEBB COUNTY**  
**Homeland Security Grant Program**  
**2014 Operation Stonegarden Grant**  
**County Fund 344**

**Allocation- Frag Order No. 1**

Manager ->

Acct.	Category	Total
5003	Overtime Patrol	\$ 1,561,141.00
5301:5306	Fringe Benefits	\$ 382,791.00
2060	Overtime Dispatchers	\$ 48,185.00
5301:5306	Fringe Benefits	\$ 11,815.00
4200	Overtime M&A	\$ 11,886.00
5301:5306	Fringes M&A	\$ 2,914.00
	Sub-Total OT	\$ 2,018,732.00
8801 & 6224	Equipment	\$ 1,025,887.00
6204	Mileage	\$ 68,229.00
6204-03	Aviation - Fuel	\$ 8,300.00
6403-03	Aviation - Mainten.	\$ 24,700.00
6032	Mainten. PLANS	\$ 51,290.00
	Sub-Total Other	\$ 1,178,406.00
<b>Total Award by Department</b>		<b>\$ 3,197,138.00</b>

Martin Cuellar Dept. 2001	Rodolfo Rodriguez Dept. 2500	Mike Villarreal Dept. 2503	Adrian Cortez Dept. 2501	Harold DeVally Dept. 2502	City of Laredo Dept. 2001
Sheriff	Const. 1	Const. 2	Const. 3	Const. 4	City PD
\$ 870,047.00	\$ 58,411.00	\$ 89,135.00	\$ 30,517.00	\$ 67,459.00	\$ 445,572.00
\$ 213,335.00	\$ 14,322.00	\$ 21,856.00	\$ 7,483.00	\$ 16,541.00	\$ 109,254.00
\$ 48,185.00					
\$ 11,815.00					
\$ 8,031.00				\$ 3,855.00	
\$ 1,969.00				\$ 945.00	
\$ 1,153,382.00	\$ 72,733.00	\$ 110,991.00	\$ 38,000.00	\$ 88,800.00	\$ 554,826.00
\$ 199,736.00	\$ 123,047.00	\$ 80,000.00	\$ 52,000.00	\$ 106,200.00	\$ 464,904.00
\$ 40,000.00	\$ 4,220.00	\$ 9,009.00	\$ 10,000.00	\$ 5,000.00	
\$ 8,300.00					
\$ 24,700.00					
\$ 51,290.00					
\$ 324,026.00	\$ 127,267.00	\$ 89,009.00	\$ 62,000.00	\$ 111,200.00	\$ 464,904.00
\$ 1,477,408.00	\$ 200,000.00	\$ 200,000.00	\$ 100,000.00	\$ 200,000.00	\$ 1,019,730.00

**Accounts for Equipment Purchases**

Acct.	Items	\$
		1,025,887.00
344-2001-6224	50 Portable Radio Batteries @ \$149.80	\$ 7,490.00
344-2001-8801	1 Contraband Inspect. Kit	\$ 18,000.00
344-2001-8801	1 Hydraulic Lift	\$ 5,000.00
344-2001-8801	1 Air Cards for LPR	\$ 5,020.00
344-2001-8801	3 Marked SUV @ \$48,000	\$ 144,000.00
344-2001-8801	3 Mobile Radios @ \$6,742	\$ 20,226.00
344-2500-8801	2 Marked SUV @ \$55,138	\$ 110,276.00
344-2500-8801	2 Vehicle Radlos @ \$6,385.50	\$ 12,771.00
344-2503-8801	2 Marked SUV @ \$40,000	\$ 80,000.00
344-2501-8801	1 Marked Truck @ \$47,000	\$ 47,000.00
344-2501-8801	1 Vehicle Radios @ \$5,000	\$ 5,000.00
344-2502-8801	2 Marked SUV @ \$43,110	\$ 86,220.00
344-2502-8801	2 Vehicle Radios @ \$7,100	\$ 14,200.00
344-2502-8801	1 Portable Radios @ \$5,780	\$ 5,780.00
344-2001-6709-1	8 Marked Vehicles @ \$58,113	\$ 464,904.00
	Equipment	\$ 1,025,887.00

Dept. 2001	Dept. 2500	Dept. 2503	Dept. 2501	Dept. 2502	LPD
\$ 199,736.00	\$ 123,047.00	\$ 80,000.00	\$ 52,000.00	\$ 106,200.00	\$ 464,904.00
\$ 7,490.00					
\$ 18,000.00					
\$ 5,000.00					
\$ 5,020.00					
\$ 144,000.00					
\$ 20,226.00					
	\$ 110,276.00				
	\$ 12,771.00				
		\$ 80,000.00			
			\$ 47,000.00		
			\$ 5,000.00		
				\$ 86,220.00	
				\$ 14,200.00	
				\$ 5,780.00	
					\$ 464,904.00
\$ 199,736.00	\$ 123,047.00	\$ 80,000.00	\$ 52,000.00	\$ 106,200.00	\$ 464,904.00

**Purchase Requisition  
County of Webb**



RECEIVED

2015 MAR 24 AM

WEBB COUNTY  
PURCHASING DEPT.

Webb County Constable Pct. 1  
Rodolfo Rodriguez Jr  
956-523-4316

Department  
Requisitioned By  
Phone No.

Req. Number  
Req. Date  
Deliver To

Capital Outlay  
(Attach Minutes)  
Gantt  
Approval Date: \_\_\_\_\_ Item# \_\_\_\_\_

**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

*Rodolfo Rodriguez Jr.*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
334-2500-8801	04-071-050	2015 Chevrolet Tahoe 2WD PPV with Locking Differential, Dual Batteries, Reverse Camera, Blue Tooth, Driver Side Spot Light 2 yr inspect/cert	2	\$54,798.75	03-20-2015	Patrol and Law Enforcement Duties	\$109,597.50
		BLACK Exterior and Interior					
		54" Legacy RED/BLUE light bar					
		rear Duo TA, vehicle-specific mounting					
		Kit, Whelen Cencom controller					
		siren speaker with bracket					
		Whelen Dual Avenger LED Red/Blue					
		2 each Rear Side Glass, Side Facing					
		Eight Lamp TIR3™ Super-LED					
<b>TOTAL AMOUNT</b>							<b>\$109,597.50</b>

# Purchase Requisition County of Webb



Department: Webb County Constable Pct. 1  
 Requisitioned By: Rodolfo Rodriguez Jr  
 Phone No.: 956-523-4316

Req. Number: 1  
 Req. Date: 03202015  
 Deliver To:

<b>Capital Outlay</b> (Attach Minutes)	
Court	Item#
Approval Date	

Webb County Constable Pct. 1  
 Rodolfo Rodriguez Jr  
 956-523-4316

Req. Number: 1  
 Req. Date: 03202015  
 Deliver To:

<b>Capital Outlay</b> (Attach Minutes)	
Court	Item#
Approval Date	

**E-Mail Standard  
Purchase Requisition**

**E-Mail Capital Outlay Requisition**

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*Rodolfo Rodriguez Jr.*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
		Traffic Advisor™ with Two End Flashing					
		LEDs, Blue, Red and/or Amber					
		30.36" Long, Less Control					
		Rear Glass-Rear Facing					
		Whelen Vertex Hide-away LED, Red/Blue					
		Split 2 each Front DRL Lights					
		Whelen Vertex Hide-away LED Light					
		- Red 2 each Rear Tail Lights					
		Whelen Vertex Hide-away LED Light					
		- Red 2 each Rear Tail Lights					
		Whelen M4 Lighthoods (1 Red, 1 Blue)					
		Mounted on Push Bumper					
<b>TOTAL AMOUNT</b>							

# Purchase Requisition County of Webb



Department Webb County Constable Pct. 1  
 Requisitioned By Rodolfo Rodriguez Jr  
 Phone No. 956-523-4316

Req. Number 1  
 Req. Date 03202015  
 Deliver To

Capital Outlay (Attach Minutes)	
Court	Item #
Approval Date	

Webb County Constable Pct. 1  
 Rodolfo Rodriguez Jr  
 956-523-4316

E-Mail Standard  
Purchase Requisition

E-Mail Capital Outlay Requisition

**Official's Affidavit**

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Elected / Appointed Official's Signature

*Rodolfo Rodriguez Jr.*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
		or Brush Guard w/Brackets					
		Whelen LINZ6 LED Split Head Light					
		Red/Blue Grill Guard-Side Facing					
		Whelen Tahoe Headlight Flasher Wig-Wag					
		Go Industries Law Enforcement Brush					
		Guard - Tahoe					
		Troy console for Chevy Tahoe					
		vehicle-specific					
		Includes cup holder, arm rest, mic clips					
		two power outlets					
		Truck Vault Mag 1 Drawer					
		MPH Industries Bee III Radar					
<b>TOTAL AMOUNT</b>							

# Purchase Requisition County of Webb



Department: Webb County Constable Pct. 1  
 Requisitioned By: Rodolfo Rodriguez Jr  
 Phone No.: 956-523-4316

Req. Number: 1  
 Req. Date: 03202015  
 Deliver To:

Capital Outlay (Attaching Minutes)	
Gour:	
Approval Date:	Item#:

Webb County Constable Pct. 1  
 Rodolfo Rodriguez Jr  
 956-523-4316

**E-Mail Standard  
Purchase Requisition**

**E-Mail Capital Outlay Requisition**

<p style="text-align: center;"><b>Officials Affidavit</b></p> <p>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.</p> <div style="border: 1px dashed black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Submitting this form from Appropriate Official's E-Mail Constitutes Signature</p> </div> <p style="text-align: center;">Elected / Appointed Official's Signature <i>Rodolfo Rodriguez Jr.</i></p>
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ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY.	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
		L3 MVD-FBHDCS Flash Back HD Video System with IR CAM3, 64GB Flashcard Upgrade					
		Body Vision HD Camera, Docking Station, Power Supply, Swing Arm ~					
		R12 Tablet Vehicle Graphics from Graphix Shoppe and Application					
		Pro-Gard recessed prisoner partition with center slider, recessed insert and lower kick panels.					
		Pro-Gard Cargo Partition with Wire Mesh - Chevrolet Tahoe ~					
		Setina Dual Weapon Lock, T-Rail, wit					
<b>TOTAL AMOUNT</b>							

# Purchase Requisition County of Webb



Webb County Constable Pct. 1  
Rodolfo Rodriguez Jr  
956-523-4316

Department  
Requisitioned By  
Phone No.

Req. Number 1  
Req. Date 03/20/15  
Deliver To

Capital Outlay (Attach Minutes)	
Court	Item#
Approval Date	

**E-Mail Capital Outlay Requisition**

**E-Mail Standard  
Purchase Requisition**

**Officials Affidavit**  
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Elected / Appointed Official's Signature  
*Rodolfo Rodriguez Jr.*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
		Timer & Key Dealer Prep					
		Defender Supply Wiring Harness and Power Distribution Block					
		Shipping of parts/Incoming Freight					
		Misc. Shop Supplies					
		Installation of Above Equipment					
		Delivery to Department					
<b>TOTAL AMOUNT</b>							



# DEFENDER SUPPLY

Date	3/18/2015
Estimate By	Mike Hewitt Mike@defendersupply.com (903) 564-5641



Bill To
Webb County Constable PCT 1 1110 Victoria St., Ste 102 Laredo, TX 78040

Customer Contact	
Customer Phone	956-523-4316
Customer E-mail	ddonovan@webbcoun...
Estimate #	10926

**\$109,597.50**

Description	Location
State of Texas Contract #071-A1 -2014/2015 for Automobiles and Law Enforcement Vehicles. Holiday Chevrolet DBA Johnson-Grayson Automotive Group	
2015 Chevrolet Tahoe 2WD PPV with Locking Differential, Dual Batteries, Reverse Camera, Blue Tooth, and Driver Side Spot Light - Purchased Through Holiday Chevrolet BLACK Exterior and Interior ✓	
2 year State inspection certificate ✓	
54" Legacy RED/BLUE light bar with rear Duo TA, vehicle-specific mounting kit, Whelen Cencom controller, and siren speaker with bracket. ✓	
Whelen Dual Avenger LED Red/Blue 2 each	Rear Side Glass, Side Facing ✓
Eight Lamp TIR3™ Super-LED® Traffic Advisor™ with Two End Flashing LEDs, Blue, Red and/or Amber, 30.36" Long, Less Control Head	Rear Glass-Rear Facing ✓
Whelen Vertex Hide-away LED, Red/Blue Split 2 each	Front DRL Lights ✓
Whelen Vertex Hide-away LED Light - Red 2 each	Rear Tail Lights ✓
2 Whelen M4 Lighthead (1 Red, 1 Blue) Mounted on Push Bumper or Brush Guard w/Brackets ✓	
Whelen LINZ6 LED Split Head Light - Red/Blue	Grill Guard-Side Facing ✓
Whelen Tahoe Headlight Flasher (Wig-Wag) ✓	
Go Industries Law Enforcement Brush Guard - Tahoe ✓	
Troy console for Chevy Tahoe (vehicle-specific). Includes cup holder, arm rest, mic clips and two power outlets. ✓	
Truck Vault Mag 1 Drawer ✓	
MPH Industries Bee III Radar ✓	
L3 MVD-FBHDCS Flash Back HD Video System with IR CAM3, 64GB Flashcard Upgrade, Body Vision HD Camera, Docking Station, Power Supply, Swing Arm, R12 Tablet ✓	
Vehicle Graphics from Graphix Shoppe and Application. ✓	
Pro-Gard recessed prisoner partition with center slider, recessed insert and lower kick panels. ✓	
Pro-Gard Cargo Partition with Wire Mesh - Chevrolet Tahoe	

### Vehicle and Emergency Equipment Total

Quantity Ordered 2

Final sale amount may be subject to state and local sales tax. PLEASE NOTE: Once this estimate has been approved, either by signature on this form, written approval referencing the estimate number or the issuance of purchase order, any changes or cancellations of parts made by the customer are subject to a 25% restocking fee. Any additional customer-requested parts/services will be added to the total amount of the sale.

**Total Vehicle Order Cost**

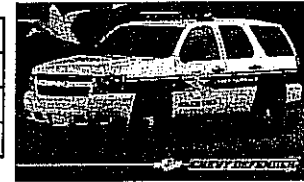
Page 1

SIGNATURE \_\_\_\_\_



# DEFENDER SUPPLY

Date	3/18/2015
Estimate By	Mike Hewitt Mike@defendersupply.com (903) 564-5641



Bill To
Webb County Constable PCT 1 1110 Victoria St., Ste 102 Laredo, TX 78040

Customer Contact	
Customer Phone	956-523-4316
Customer E-mail	ddonovan@webbcoun...
Estimate #	10926

<b>\$109,597.50</b>
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Description	Location
Setina Dual Weapon Lock, T-Rail, with Timer & Key	
Dealer Prep	
Defender Supply Wiring Harness and Power Distribution Block	
Shipping of parts/Incoming Freight	
Misc. Shop Supplies	
Installation of Above Equipment	
Delivery to Department	

<b>Vehicle and Emergency Equipment Total</b>	<b>\$54,798.75</b>
Quantity Ordered	2

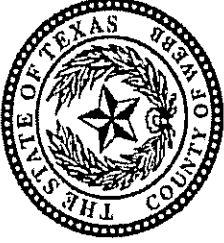
Final sale amount may be subject to state and local sales tax. PLEASE NOTE: Once this estimate has been approved, either by signature on this form, written approval referencing the estimate number or the issuance of purchase order, any changes or cancellations of parts made by the customer are subject to a 25% restocking fee. Any additional customer-requested parts/services will be added to the total amount of the sale.

**Total Vehicle Order Cost**

SIGNATURE \_\_\_\_\_



**Purchase Requisition  
County of Webb**



RECEIVED  
2015 MAR 24 AM 9 13  
WEBB COUNTY  
PURCHASING DEPT.

Department: Webb County Constable Pct 1  
Requisitioned By: Rodolfo Rodriguez Jr  
Phone No.: 956-523-4316

Req. Number: 2  
Req. Date: 03/20/2015  
Deliver To:

Capital Outlay (Attach Minutes)	
Court Approval Date	Item #

**E-Mail Standard  
Purchase Requisition**

**E-Mail Capital Outlay Requisition**

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Elected / Appointed Official's Signature  
*Rodolfo Rodriguez Jr.*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
334-2500-8801	07-726-570	APX 7500 Dual Band High Power	2	\$2,333.25	03/20/2015	Patrol and Law Enforcement Duties	\$4,666.50
334-2500-8801	07-726-900	Astro Digital CAL Operation	2	\$386.25	03/20/2015	Patrol and Law Enforcement Duties	\$772.50
334-2500-8801	07-726-900	Palm Microphone	2	\$54.00	03/20/2015	Patrol and Law Enforcement Duties	\$108.00
334-2500-8801	07-726-900	Remote Mount Mid Power	2	\$222.75	03/20/2015	Patrol and Law Enforcement Duties	\$445.50
334-2500-8801	07-726-900	Remote Mount Cable 131 Ft	2	\$48.75	03/20/2015	Patrol and Law Enforcement Duties	\$97.50
334-2500-8801	07-726-900	VHF HP Primary Band	2	\$0.00	03/20/2015	Patrol and Law Enforcement Duties	\$0.00
334-2500-8801	07-726-900	7/800 MHZ Secondary Band	2	\$300.00	03/20/2015	Patrol and Law Enforcement Duties	\$600.00
334-2500-8801	07-726-900	Enable Dual Band Operation	2	\$450.00	03/20/2015	Patrol and Law Enforcement Duties	\$900.00
334-2500-8801	07-726-900	3 Yr SFS Lite	2	\$197.00	03/20/2015	Patrol and Law Enforcement Duties	\$394.00
334-2500-8801	07-726-900	Multiple Key Encryption Operation	2	\$247.50	03/20/2015	Patrol and Law Enforcement Duties	\$495.00
334-2500-8801	07-726-900	Smartzone Operation APX	2	\$1,125.00	03/20/2015	Patrol and Law Enforcement Duties	\$2,250.00
334-2500-8801	07-726-900	O5 Control Head	2	\$324.00	03/20/2015	Patrol and Law Enforcement Duties	\$648.00
<b>TOTAL AMOUNT</b>							<b>\$11,377.00</b>

**Purchase Requisition  
County of Webb**



Department Webb County Constable Pct. 1  
 Requisitioned By Rodolfo Rodriguez Jr  
 Phone No. 956-523-4316

Req. Number 2  
 Req. Date 03-20-2015  
 Deliver To

Capital Outlay (Attach Minutes)	
Court	
Approval Date	Item #

**E-Mail Standard  
Purchase Requisition**

**E-Mail Capital Outlay Requisition**

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Elected / Appointed Official's Signature  
*Rodolfo Rodriguez Jr*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
334-2500-8801	07-726-900	APX Control Head Software	2	\$0.00	03-20-2015	Patrol and Law Enforcement Duties	\$0.00
334-2500-8801	07-726-900	Spkr 15W Water Resistant	2	\$45.00	03-20-2015	Patrol and Law Enforcement Duties	\$90.00
334-2500-8801	07-726-900	ANT 3db IOW-profile 762-870	2	\$32.25	03-20-2015	Patrol and Law Enforcement Duties	\$64.50
334-2500-8801	07-726-900	3BD Ant 136-174MHZ	2	\$43.88	03-20-2015	Patrol and Law Enforcement Duties	\$87.76
334-2500-8801	07-726-900	P25 Trunking Software	2	\$225.00	03-20-2015	Patrol and Law Enforcement Duties	\$450.00
334-2500-8801	07-726-900	TDMA Operation	2	\$337.50	03-20-2015	Patrol and Law Enforcement Duties	\$675.00
334-2500-8801	07-726-900	Subscriber Programming	100	\$1.00	03-20-2015	Patrol and Law Enforcement Duties	\$100.00
334-2500-8801	07-726-900	Infrastructure Install	800	\$1.00	03-20-2015	Patrol and Law Enforcement Duties	\$800.00
<b>TOTAL AMOUNT</b>							<b>\$2,267.26</b>



Quote Number: QU0000314014  
 Effective: 16 MAR 2015  
 Effective To: 15 MAY 2015

**Bill-To:**  
 WEBB COUNTY TEXAS  
 1110 WASHINGTON ST STE 101  
 LAREDO, TX 78040  
 United States

**Ultimate Destination:**  
 WEBB COUNTY TEXAS  
 1110 WASHINGTON ST STE 101  
 LAREDO, TX 78040  
 United States

**Attention:**  
 Name: Webb CO Constable Pct 1  
 Phone: 956-523-5703

**Sales Contact:**  
 Name: Frank Puente  
 Email: fpuente@rzcomm.com  
 Phone: 956-645-3985

**Contract Number:** HGAC  
**Freight terms:** FOB Destination  
**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	Your price	Extended Price
l	2	M30TXS9PW1AN	APX7500 DUAL BAND HIGH POWER	\$2,333.25	\$4,666.50
la	2	G806BE	ADD: ASTRO. DIGITAL CAI OPERATION	\$386.25	\$772.50
lb	2	W22BA	ADD: PALM MICROPHONE	\$54.00	\$108.00
lc	2	G67CC	ADD: REMOTE MOUNT MID POWER	\$222.75	\$445.50
ld	2	G582AC	ADD: REMOTE MOUNT CABLE 131 FT	\$48.75	\$97.50
le	2	GA00307AA	ADD: VHF HP PRIMARY BAND	-	-
lf	2	GA00225AA	ADD: 7/800MHZ SECONDARY BAND	\$300.00	\$600.00
lg	2	GA00579AA	ADD: ENABLE DUAL BAND OPERATION	\$450.00	\$900.00
lh	2	GA00232AD	ENH: 3 YR SFS LITE	\$197.00	\$394.00
li	2	W969BG	ADD: MULTIPLE KEY ENCRYPTION OPERATION	\$247.50	\$495.00
lj	2	G51AT	ENH: SMARTZONE OPERATION APX	\$1,125.00	\$2,250.00
lk	2	G442AJ	ADD: O5 CONTROL HEAD	\$324.00	\$648.00
ll	2	G444AE	ADD: APX CONTROL HEAD SOFTWARE	-	-
lm	2	G831AD	ADD: SPKR 15W WATER RESISTANT	\$45.00	\$90.00
ln	2	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	\$32.25	\$64.50
lo	2	G301AC	ADD: 3DB ANT 136-174MHZ	\$43.88	\$87.76
lp	2	G361AH	ADD: P25 TRUNKING SOFTWARE	\$225.00	\$450.00
lq	2	GA00580AA	ADD: TDMA OPERATION	\$337.50	\$675.00
2	100	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$100.00
3	800	SVC03SVC0104D	INFRASTRUCTURE INSTALL	\$1.00	\$800.00

**Total Quote in USD**

**\$13,644.26**

HGAC Contract # RA05-12

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)