



**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 JUSTICE OF THE PEACE PCT 4

Department Head JUDGE JOSE R. SALINAS

Number of Dept. Employees 17

Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
AMP VOX SOUND SYSTEM FULL EXECUTIVE PODIUM	2	0	BRAND NEW ITEM FOR COURT USE	1099.95	2199.90
TTU-1 INTERCOM-TALK THRU COMMUNICATOR FOR CSR WINDOWS	4	0	BRAND NEW ITEM TO IMPROVE EFFICIENCY AND SERVICE TO CUSTOMER	1208.00	4832.00
INSTALLATION OF COMMUNICATORS AND SHIPPING	1	0.00		1085.00	1085.00
REMODELING JUDGE SALINAS OFFICE FURNITURE HON TABLE 42"	1	0	N/A	284.99	284.00
HON BOOKCASE 5 SHELF	1	0	N/A	488.50	488.50
SAF CUSTOMER MAHOGANY	1	0	N/A	129.90	129.90
HON CHAIR EXECUTIVE SWIVEL	1	1	FAIR	499.00	499.00
HON CHAIR GUEST	2	2	FAIR	375.00	750.00
HON CHAIR CHEST	2	1	FAIR	389.00	778.00
HON CREDENZA KNEESP 72 X 24	1	1	FAIR	809.99	809.99
HON DESK DBL PED 72 X36	1	1	FAIR	999.00	999.00
HON BASE CYLINDER MAHOGANY	1	0	N/A	285.99	285.99
<b>Total</b>					<b>12017.25</b>

Total Cost of item(s) being purchased: \$ \_\_\_\_\_ 12017.25

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

What is the purpose of each item(s) requested? The furniture of the Judge's Office is to replace old furniture that has been in existence for over 10 years.

The Podiums were requested by the judge because the court did not have wired podiums for witnesses to testify and also for presentations that the judge has been presenting in the courthouse strictly for educational needs.

The TTU-1 Intercomm Commincators were implemented in all Webb County Service Desk windows except JP4, He have an excessive amount of noise because of the large amount of people attending the court on a daily basis and it is almost impossible to hear the customers without them screaming.

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)?

The furniture of the Judge's Office is to replace old furniture that has been in existence for over 10 years.

Please Circle Priority: XXXX **Critical** XXXX Upgrade Desirable

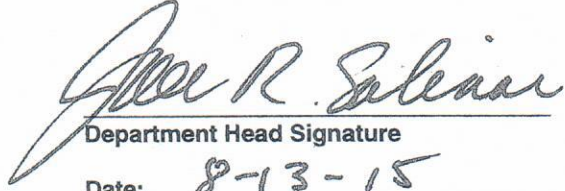
**PRIORITY 1: CRITICAL** – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

**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: 8-13-15

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

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Purchase Requisition  
County of Webb



Department 1044  
Requisitioned By JUDGE JOSE R. SALINAS  
Phone No. 956-523-4840

Req. Number  
Req. Date AUGUST 12, 2015  
Deliver To 8501 SAN ADRIO AVE

Capital Outlay (Attach Minutes)
Court
Approval Date
Item #

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  
*Jose R. Salinas*

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY.	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
603-0101-8801	16-939-720	TTU-1 INTERCOM-TALK THRU COMMUNICATOR FOR WINDOW CLEAR HANDS FREE VOICE COMMUNICATION	4	1,208.00	08/31/15	SVC UPGRADE-CUSTOMER SVC WINDOW CLERKS	\$4,832.00
		RUGGED TAMPER RESISTANT MATERIALS					
		HEADSET/JACK PERMITS TELEPHONE STYLE HEADSET OR WIRELESS MICROPHONE					
		BATTERY POWERED VERSION WITH RECHARGEABLE NICKEL CADMIUM BATTERY					
		OPTIONAL REMOVABLE GOOSENECK MICROPHONE					
603-0101-8801	16-939-720	INSTALL 4 TALK THRU COMMUNICATORS	1	1,000.00			\$1,000.00
603-0101-8801	16-939-720	SHIPPING AND HANDLING	1	85.00			\$ 85.00
TOTAL AMOUNT							\$5,917.00