



**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
Total					12017.25

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

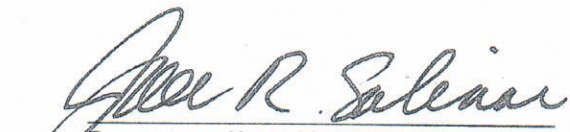
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

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 ****



Purchase Requisition
County of Webb

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

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

Capital Outlay
 Court (Attach Minutes)
 Approval Date Item #



LET
 Purchasing

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	11-420-150	AMP/NOX SOUND SYS EXE FULL PODIUM	2	1,099.95	08/31/15	PODIUMS FOR COURTROOM USE	\$ 2,199.90
		ITEM # SKUAMV1046					
		MEDIUM OAK					
		OVERALL 46.5"Hx21"WX15"D					
TOTAL AMOUNT							\$ 2,199.90