

4199

WEBB COUNTY SHERIFF'S OFFICE - PURCHASE ORDER REQUEST

DIVISION: Jail Intel DIV CODE: DATE REQUESTED: 4/11/2022

Employee name: Juan Bernal/ Alexis Diaz de Leon Office ext: 4479

Detailed Description of Request for goods or services: Copier/Printer for Intel Division

Emergency order Yes No (see instructions at bottom of form) Quotes attached Yes No (\$15,000.00 or more - 3 written quotes required)

Commander/Captain Approval: Print Name: Date Approved:

Assistant Chief Approval: Print Name: Date Approved:

FINANCE USE ONLY

Date reviewed: Check funding source: G/F Grant Fed forfeiture State forfeiture other

Account No: minor tools. Account Bal: 11,142.81 YTD % used

Account No: 1001-4070-001-460105 Account Bal: 9,101.97 YTD % used

Commissioners Court Approval Required: Yes No If Yes, expected date of approval:

FINAL DEPT APPROVAL

Finance: [Signature] Date: 4-25-22

Chief Deputy Scott Avant Approval: [Signature] Date: 4-25-22

Chief Deputy Alejandro Gutierrez Approval: [Signature] Date:

Sheriff Martin Cuellar: [Signature] Date:

Vendor Name: TOSHIBA Phone # Vendor #

Table with 7 columns: Item No., Item Description, Catalog No., Quantity, Unit Price, Ext. Price, Commodity Code. Row 1: 1, LEXMARK XC4143 COLOR MFP, 1, \$2,040.84. Total Extended Price: \$2,040.84

Instructions for Emergency orders: Emergency Orders are done only when persons and/or property are in immediate danger. Finance Staff must be notified the next working day so the emergency purchase order process is initiated. Employee requesting the emergency order is responsible for this procedure. NO EXCEPTIONS.

INVESTMENT SCHEDULE



PREPARED FOR

WEBB COUNTY SHERIFFS-LAREDO

April 6, 2022

PREPARED BY

Christopher Yanes

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TOSHIBA



INVESTMENT SCHEDULE

WEBB COUNTY SHERIFFS-LAREDO

New Toshiba Digital Solution

Model Details

- (1) Lexmark XC4143 Color MFP
 - Included Features: **Texas DIR Contract #DIR-CPO-4426**

Cost Per Print Maintenance Agreement

Pool Name	Quarterly Overage Per Page
Mono Pool	\$0.01040
Color Pool	\$0.05940

Equipment DIR Contract Purchase **\$2,040.84**

Maintenance agreement includes parts, labor, travel, and supplies; excludes paper