



# CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

Purchase Order  
Number  
(Assigned by Purchasing)

(Leave Blank for Time Stamp)

Business Unit: CITY Date Requisitioned: 1/12/09  
 Department: Admin Svs Division: MIS  
 Ship To Address: 011  
 Contact Person: Rick Phone Number: 5154  
 Send Copy of P.O. to:  Contact Person and / or Victoria

- Request is for Budgeted item(s)
- Request is for **UNBUDGETED** item(s)-(Memo Attached)
- Item(s) Pending Budget Amendment Request # \_\_\_\_\_
- Requesting Sole Source (Justification Form Attached)
- Fixed Asset Tag Request

Item No.	Qty	Unit	Items (Give Full Description: Size, Catalog No. Etc.)	Unit Price	Estimated Amount
1	1	LT	Service Agreement For Computer Equipment Support As Listed In Vendor's Attached Quote. This Request Is For The Period 3/1/09 To 2/28/10 - First Year Of A 3-Year Agreement. Contract Period Is From 3/1/09 To 2/29/12		\$94,395.34

*If additional lines are needed, please attach a second sheet*

Const./Prof. Svs. Agmt. Completion Date: \_\_\_\_\_

Sales Tax (7.75%): **\$3,657.82**  
 Include Shipping Fee: **\$0.00**  
**Estimated Total Cost † \$98,053.16**

Insurance Required:  Yes (Certificate attached)  No

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525702	101	14600	50710		\$98,053.16

**Comments:** Total † **\$98,053.16**

This request is for the period 3/1/09 to 2/28/10. This will be for the first year of a three-year agreement with the vendor covering the period 3/1/09 through 2/29/12.

Proper approvals are required before requisition can be processed.

Suggested Vendor: HEWLETT-PACKARD COMPANY

Address: 8000 Foothills Blvd. MS 5538

City, State, Zip Code: Roseville, CA 95747-5639

Phone: 800-386-1115 Fax: 800-307-0361

Vendor's Contact Person: RIIKILEE GREGORY

Ordered By: \_\_\_\_\_  
Department Director/Authorized Signature

Approved By: \_\_\_\_\_  
Director of Finance/Purchasing Officer

Approved By: \_\_\_\_\_  
City Manager (when required)

PURCHASING DIVISION USE ONLY		
Vendor ID:	Buyer:	Insurance valid thru _____
Ship To/Location:	Due Date:	
Standard Comments: ACC – ALL – ARR – BLA – CON – DCP – DIS – FCA – FCI - FIX – INS – IS – IST – ORG –QTR – REM – SUB – T&C		
FINANCE DEPARTMENT USE ONLY		
Available Appropriation: <input type="checkbox"/> Yes <input type="checkbox"/> No	As of:	Confirmed By: