



# CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

Purchase Order  
Number  
(Assigned by Purchasing)

(Leave Blank for Time Stamp)

Business Unit: CITY Date Requisitioned: 12/12/08  
 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	Technical Support Services And Benefits Under Service		\$44,470.11
			Contract No. P-96-133-02-000-14		
			(Time And Labor, Hr, Payroll, And Enterprise Benefits Administration)		
			Period Of Coverage: 3/18/09 To 3/17/09		

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

Const./Prof. Svs. Agmt. Completion Date: \_\_\_\_\_ Sales Tax (7.75%): **\$1,723.21**  
 Include Shipping Fee: \_\_\_\_\_  
**Insurance Required:**  Yes (Certificate attached)  No **Estimated Total Cost † \$46,193.32**

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525700	101	14600	50710		\$46,193.32

*Comments:* Total † \$46,193.32

Proper approvals are required before requisition can be processed.

Suggested Vendor: ORACLE CORPORATION

Address: 1001 Sunset Boulevard

City, State, Zip Code: Rocklin, CA 95765

Phone: 916-315-6852 Fax: 916-315-

Vendor's Contact Person: GAVIN OSTROM

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: