



# CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

Purchase Order  
Number  
(Assigned by Purchasing)

(Leave Blank for Time Stamp)

Business Unit: <u>CITY</u>	Date Requisitioned: <u>12/12/08</u>	<input checked="" type="checkbox"/> Request is for Budgeted item(s)
Department: <u>Admin Svs</u>	Division: <u>MIS</u>	<input type="checkbox"/> Request is for <b>UNBUDGETED</b> item(s)-(Memo Attached)
Ship To Address: <u>011</u>		<input type="checkbox"/> Item(s) Pending Budget Amendment Request # _____
Contact Person: <u>Rick</u>	Phone Number: <u>5154</u>	<input type="checkbox"/> Requesting Sole Source (Justification Form Attached)
Send Copy of P.O. to: <input type="checkbox"/> Contact Person and / or <u>Victoria</u>		<input type="checkbox"/> Fixed Asset Tag Request

Item No.	Qty	Unit	Items (Give Full Description: Size, Catalog No. Etc.)	Unit Price	Estimated Amount
1	1	LT	Software Update License & Support Renewal For Peoplesoft Enterprise Financials Service Contract No. P-96-133-00-000-22	\$118,427.22	\$118,427.22

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

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

Insurance Required:  Yes (Certificate attached)  No

Sales Tax (7.75%): **\$4,859.05**

Include Shipping Fee: \_\_\_\_\_

**Estimated Total Cost † \$123,016.27**

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525702	101	14600	50710		\$123,016.27

*Comments:* Total † **\$123,016.27**

\*Period of coverage: 3/19/09 to 3/18/10. Vendor does not come on site.

Proper approvals are required before requisition can be processed.

Suggested Vendor: ORACLE

Address: 1001 Sunset Blvd.

City, State, Zip Code: Rocklin, CA 95765

Phone: 916-315-6852 Fax: 916-315-5657

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:
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