



CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

(Leave Blank for Time Stamp)

Purchase Order
Number
(Assigned by Purchasing)

Business Unit: <u>CITY</u>	Date Requisitioned: <u>6/28/09</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 UNBUDGETED item(s)-(Memo Attached)
Ship To Address: _____		<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	Gis Assistance And Contract Support	\$100,704.00	\$100,704.00
			On An "As Needed" Basis (Includes Geoprise Software)		

If additional lines are needed, please attach a second sheet

Const./Prof. Svs. Agmt. Completion Date: _____

Sales Tax (8.75%):

Include Shipping Fee:

Insurance Required: Yes (Certificate attached) No

Estimated Total Cost †

\$100,704.00

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525702	101	14600	50710		\$100,704.00

Comments:

Total † **\$100,704.00**

Period of Coverage: 7/1/09 to 6/31/10. Amount not to exceed \$100,704.00

Proper approvals are required before requisition can be processed.

Suggested Vendor: A.C.T.

Address: US Bank Plaza Center, 16th Floor

Ordered By: _____
Department Director/Authorized Signature

City, State, Zip Code: 80 9th St., Sacramento, C

Phone: 866-422-2505 Fax: 866-422-2529

Approved By: _____
Director of Finance/Purchasing Officer

Vendor's Contact Person: Kyler Diershaw

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: