



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>12/17/10</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	Software Update License And Support Renewal For Peoplesoft Enterprise Financials Service Contract No. 2687456 Period Of Coverage: 3/18/11 To 3/17/12		\$125,639.44

If additional lines are needed, please attach a second sheet

Const./Prof. Svs. Agmt. Completion Date: _____	Sales Tax (8.75%):	\$5,496.73
	Include Shipping Fee:	\$0.00
Insurance Required: <input type="checkbox"/> Yes (Certificate attached) <input checked="" type="checkbox"/> No	Estimated Total Cost †	\$131,136.17

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525702	101	14600	50710		\$131,136.17

Comments:

Please the attached proposal from vendor. COI is good until 6/1/11.

Proper approvals are required before requisition can be processed.

Suggested Vendor: ORACLE USA

Address: PO BOX 44471

City, State, Zip Code: SAN FRANCISCO, CA 94144

Phone: 916-315-5770 Fax: 916-315-3000

Vendor's Contact Person: LISA KINSMAN

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: