



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>12/17/10</u>	<input checked="" type="checkbox"/> Request is for Budgeted item(s)
Department: <u>Admin Svs</u>	Division: <u>I.T.</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 For E-Applications		\$ 12,017.22
			Period Of Coverage: 6/4/10 To 6/3/11		

If additional lines are needed, please attach a second sheet

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

Sales Tax (8.75%): 525.75

Include Shipping Fee: 0.00

Insurance Required: Yes (Certificate attached) No

Estimated Total Cost: \$ 12,542.97

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525702	101	14600	50710		\$ 12,542.97

Comments:

Total \$ 12,542.97

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 Corporation

Address: 1001 Sunset Blvd

City, State, Zip Code: Rocklin, CA 95765

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: Yes No As of: _____ Confirmed By: _____