



ATTACHMENT 2

CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

(Leave Blank for Time Stamp)

Purchase Order Number
(Assigned by Purchasing)

Business Unit: CITY Date Requisitioned: 12/19/13
 Department: Finance Division: I.T.
 Ship To Address: _____
 Contact Person: Steve Ely Phone Number: 4891
 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	448	ea	Office Pro Plus (Lic/SA) Mdterm under the Microsoft Enterprise Agreement	405.56	\$ 181,690.88
			Electronic Software delivery only		

If additional lines are needed, please attach a second sheet

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

Insurance Required: Yes (Certificate attached) No

Sales Tax (8.00%): 0.00
 Include Shipping Fee: 0.00
Estimated Total Cost: \$ 181,690.88

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	590803	101	14600	50710		\$ 181,690.88

Comments: _____

Please refer to the attached vendor's quote for details.

Total \$ 181,690.88

Proper approvals are required before requisition can be processed.

Suggested Vendor: CompuCom Systems
 Address: 7171 Forest Lane
 City, State, Zip Code: Dallas, TX 75230
 Phone: 818-988-2195 Fax: 800-366-9994
 Vendor's Contact Person: Sam Andrews

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: _____