

EXHIBIT "B"

PURCHASE REQUISITION -- KMA



CITY OF COSTA MESA, CALIFORNIA
Purchase Requisition

(Leave Blank for Time Stamp)

Purchase Order Number
 (Assigned by Purchasing)

Business Unit: CITY Date Requisitioned: 5/20/15
 Department: Development Svs Division: HCD
 Ship To Address: 77 Fair Drive, 2nd Floor
 Contact Person: Silvia Kennerson Phone Number: x5023
 Send Copy of P.O. to: Contact Person and / or _____

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	1	1	Contract Between Keyser Marston & Associates, The City, and Costa Mesa Housing Authority. Starting 7/1/15 and Ending 6/30/16		\$ 11,000.00

If additional lines are needed, please attach a second sheet

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

Sales Tax (8.00%):

Include Shipping Fee:

Insurance Required: Yes (Certificate attached) No

Estimated Total Cost: **\$ 11,000.00**

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	530201	222	11500	20600		\$ 10,000.00
1	530201	222	11500	20650		250.00
1	530201	222	11500	20655		750.00

Comments:

Total \$ 11,000.00

Proper approvals are required before requisition can be processed.

Suggested Vendor: Keyser Marston Associates

Address: 160 Pacific Avenue, Suite 204

City, State, Zip Code: San Francisco, CA 94111

Phone: 415-398-3050 Fax: _____

Vendor's Contact Person: Diane Chambers X233

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: _____