

EXHIBIT "C"

PURCHASE REQUISITION
STRADLING YOCCA CARLSON & RAUTH



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 Svcs 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	Annual Contract Between The City, The Housing Authority, and Stradling/Yocca/Carlson & Ruth; Starting 07/01/15 Ending 06/30/16		\$

If additional lines are needed, please attach a second sheet

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

Insurance Required: Yes (Certificate attached) No

Sales Tax (8.00%): _____
 Include Shipping Fee: _____
Estimated Total Cost: \$ 52,000.00

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	530300	222	11500	20600		\$ 12,000.00
1	530300	222	11500	20620		15,000.00
1	530300	222	11500	20625		5,000.00

Comments: _____

Additional Funding Sources:
 530300-222-11500-20630 \$5,000.00
 530300-222-11500-20635 \$15,000.00

Total \$ 52,000.00

Proper approvals are required before requisition can be processed.

Suggested Vendor: Stradling Yocca Carlson & Rauth
 Address: 660 Newport Center Drive, Suite 1600
 City, State, Zip Code: Newport Beach, CA 92660
 Phone: 949-725-4141 Fax: 949-843-5141
 Vendor's Contact Person: Celeste Brady

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: _____