



CITY OF COSTA MESA, CALIFORNIA
Purchase Requisition

Purchase Order Number (Assigned by Purchasing)
(Leave Blank for Time Stamp)

Business Unit: CITY Date Requisitioned: 5/21/15
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: [X] Contact Person and / or

- [X] 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

Table with 6 columns: Item No., Qty, Unit, Items (Give Full Description: Size, Catalog No. Etc.), Unit Price, Estimated Amount. Row 1: 1, 1, 1, Amendment Four Btwn The City/The Housing Authority/Keyser Marston & Associates...

If additional lines are needed, please attach a second sheet
Const./Prof. Svs. Agmt. Completion Date: 06/30/16
Insurance Required: [X] Yes (Certificate attached) [ ] No
Sales Tax (8.00%):
Include Shipping Fee:
Estimated Total Cost: \$ 107,917.00

Table with 7 columns: Item #, Account, Fund, Dept./Org., Program, Project, Amount. Rows for items 1, 1, 1 with accounts 530201 and funds 222.

Comments:
Additional Funding Sources Included as Part of Grand Total:
#530201-205-11320-20440 \$11,917.00 (HOME Admin.)
#530201-207-11310-20427 \$ 5,000 (CDBG)
#530201-101-11100-50250 \$80,000 (CEO)
Total \$ 107,917.00

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: