



CITY OF COSTA MESA, CALIFORNIA
Purchase Requisition

(Leave Blank for Time Stamp)

Purchase Order Number
 (Assigned by Purchasing)

Business Unit: CITY Date Requisitioned: 12/01/15
 Department: Development Svs Division: Planning
 Ship To Address: 77 Fair Dr., 2nd Floor, Costa Mesa, CA
 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		Initial PSA with Lilley Planning Group and the City of Costa Mesa		\$ 93,000.00
			7 Months, Starting December 2015 Ending June 30, 2016		
			with Two One Year Options to Renew		

If additional lines are needed, please attach a second sheet

Const./Prof. Svs. Agmt. Completion Date: 06/30/16

Sales Tax (8.00%):

Include Shipping Fee:

Insurance Required: Yes (Certificate attached) No

Estimated Total Cost: \$ 93,000.00

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	530201	101	18200	20320		\$ 93,000.00

Comments:

Total \$ 93,000.00

Ray Pascua's Email Address: ray@lilleyplanning.com

Proper approvals are required before requisition can be processed.

Suggested Vendor: Lilley Planning Group

Address: 564 S. Brea Blvd.

Ordered By: _____
 Department Director/Authorized Signature

City, State, Zip Code: Brea, CA 92821

Phone: 714-672-9906 Fax: None

Approved By: _____
 Director of Finance/Purchasing Officer

Vendor's Contact Person: Ray Pascua

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: _____