



**CITY OF FOUNTAIN VALLEY
PURCHASE REQUISITION**

REQUISITION NO. _____
PURCHASE ORDER NO. _____

Purchases over \$3,500 are required to be completed by Purchase Order form, except for "Fixed Charges" (as defined in the City's Purchasing Manual).

Vendor Name: _____ **Vendor No:** _____ **Prepared By:** _____
Address: _____ **Date Prepared:** _____
Contact: _____ **Tel. # ()** _____ **Approved By:** _____
Description: _____ **Federally Funded:** Yes No

SECTION I – VENDOR SELECTION - Purchases of Supplies, Materials, Equipment, Vehicles and Non-Professional Services are generally awarded to the lowest responsive and responsible bidder. Procurement of Professional Services Under \$50,000 can be performed by negotiated contract and/or purchase order. Professional Services equal to or greater than \$50,000 are generally retained considering technical factors (such as qualifications and experience), price and other factors such as the ability to meet the City's time schedule(s) for the project. **Vendor selection for this purchase is based on:**

PRICE (**Complete Section II**) SINGLE SOURCE (NON-COMPETITIVE PROCUREMENT) (**Attach Single Source Justification**)
 OTHER FACTORS (**Describe**): _____

SECTION II - PRICE ANALYSIS - Price or rate quotations must be obtained from an adequate number of qualified sources. Please obtain a minimum of one other quote. Attach copies of the quote(s) and complete the following table.

Desired Supplier: _____ **Price:** _____
Alternate Supplier: _____ **Price:** _____
Alternate Supplier (optional): _____ **Price:** _____

SECTION III – LINE-ITEM DETAIL

Item	Qty	Unit	Description	Account No.	Unit Price	Extended Price
1						
2						
3						
4						
5						
6						
7						
				Subtotal		
				Shipping/Freight		
				Sales Tax		
				TOTAL		