REQUISITION #

CITY OF COACHELLA

PURCHASE ORDER REQUISITION

CIP No.

Dated: 03/11/2026

Purchase Order No: cocitjs03112602

Vendor No: 39645

Requesting Department and Division:

Finance Department - IT Division

FUND	DEPT	CLASS	SUB CLASS	OBJECT	SUB OBJECT	AMOUNT
101	11	160	10	324	000	27000

NAME AND ADDRESS OF VENDORS CONTACTED

A 77-588 El Duna ct
Palm Desert, CA 92211

B

C

ITEM	QUANTITY	UNIT	DESCRIPTION	AWARD VENDOR	UNIT PRICE	A TOTAL	UNIT PRICE	B TOTAL	UNIT PRICE	C TOTAL
1	1		60m Lease for Sharp MX-8081 Copier Lease Agreemeent	A	27000	27000		0		0
						0		0		0
						0		0		0
						0		0		0
						0		0		0
						0		0		0
						0		0		0
						0		0		0
						0		0		0
						0		0		0
						0		0		0

CHECK ONE BELOW:

1. REGULAR BUDGET ITEM ☐
2. SPEC. COUNCIL APPROP. ☐
3. UNBUDGETED ITEM ☐

VERIFIED:_____ FINANCE

DO NOT USE THIS SPACE

CITY MANAGER APPROVAL

Special and Additional Information Section:

Estimated 60m cost is 27,000. Costs may change slighty

depending on usage. This is replacing an existing EOL unit.

REQUESTED BY: Jason Stevens - IT Manager

I HEREBY CERTIFY THAT THE GOODS OR SERVICES LISTED ABOVE ARE NECESSARY TO THE PROPER FUNCTIONING OF MY DEPARTMENT AND WILL BE USED ONLY FOR THE BENEFIT OF THE CITY OF COACHELLA.

DIVISION HEAD

DEPARTMENT HEAD

SALES TAX			
TOTAL	$ 27000	$ 0	$ 0
INVOICE TERMS			
F.O.B.			
PROMISED DELIVERY DATE			
QUOTED BY			