

# CITY OF FOREST PARK PURCHASE REQUISITION FORM

**For purchases valued \$1,000 and up**

This form must be completed prior to creating a Purchase Order

<b>Department :</b>	IT	<b>Date:</b>	11-11-24	<b>Requisition Number:</b>	25-06263
<b>Prepared By:</b>	11-11-24				

### Explanation

This Requisition is for:

<input type="checkbox"/> Services	THIS REQUEST IS FOR 20 LAPTOPS ALONG WITH DOCKING STATIONS AND MONITORS
<input checked="" type="checkbox"/> Goods	
<input type="checkbox"/> Public Works Construction	
<input type="checkbox"/> Other _____	

### Justification for Request:

See attached \_\_\_\_\_ page(s) or \_\_\_\_\_ line item(s) and attached specifications \_\_\_\_\_ pages

### Budget

#### Attach proof of available funds and provide the following:

Budget Line Item:	100 24-1535-53-240		
Funds Available:	YES	Cost of goods or services:	29,911.00

### Vendor

New vendors must complete the Vendor/Supplier Information Form and provide a w-9 and E-Verify Affidavit.

#### Select whether vendor is a new or current vendor of the City and provide the following:

<input type="checkbox"/> New	<input checked="" type="checkbox"/> Current	Vendor Name:	CDWG	
		Current Vendor Number:	01-026261	
<b>If Statewide Contract, provide the following: (Attach one quote. Three quotes are not needed)</b>				
		Statewide Contract ID number:		
<b>If Requisition is replacing a current Contract, provide the following:</b>				
		Current Contract Number:		Contract Expiration Date:

### Solicitation

Complete this section only if a formal bid or RFP advertisement is needed.

#### Also attach Solicitation Request Form

Estimated cost of goods or services:	
Is cooperative purchase option available?	
Date goods or services are needed:	

### Signatures

<b>Department Head Authorization:</b>	<i>JOSH COX</i>	<b>Date:</b>	11-11-24
<b>Purchasing Authorization:</b>		<b>Date:</b>	
<b>Finance Director:</b>		<b>Date:</b>	
<b>City Manager:</b>		<b>Date:</b>	

**Instructions:**

1. Complete requisition form in its entirety. (No previous versions of the Requisition Form will be accepted)
2. Attach 3 quotes (or justification if 3 quotes could not be obtained) and proof of budgeted funds.
3. Have New Vendors to send Vendor Registration Form, W-9, and E-Verify forms **directly** to [procurement@forestparkga.gov](mailto:procurement@forestparkga.gov) for issuance of an assigned Vendor #.
4. Enter Requisition form and additional documents to ASANA and assign to the designated Procurement Officer.
5. Once a fully signed requisition form has been returned to you with the valid PO # then proceed with purchase.
6. Once goods and/or services are received, submit Invoice and PO # to Accounts Payable (copy Procurement) for payment.

**Please complete, sign, and return Requisition Form along with all required documents to ASANA and assign to the designated Procurement Officer**  
**PO # will not be approved and Invoice will not be paid if not completed properly.**

