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

Department :	Public Work	ks	Date: 10/22	2/2024	Requisit	ion Num	ber: 25-(06077
Prepared By:	NIGEL WATT	LEY						
				Explanation	II of the	N N		
This Requisition	is for:		This rec	uisition is f	or the immed	diate rem	oval of a	hazardous tre
Services			located	at the corn	er of Ash St	and Shel	Inut St. Ti	he tree was a
☐ Goods			significa	ant safety ri	sk, and due	to its con	dition, As	h St had to be
☐ Public Works	Construction	1	closed.	I was unab	e to obtain t	hree quo	tes, as th	e tree needed
□ Other ——			passing	vehicles.	ii as pussibi	e to enim	mate the	risk of falling o
	HI FIELD			ation for R	equest:			
See	attached x	page(s			and attached s	specification	ons	pages
								,
	Attac	h proof	of available	Budget	provide th	o followi	0.0	
Budget Line Iten	n: 253-51-42	226-54-1404	OI available	runus and	i bioaine (ii	e rollowi	ng:	
Funds Available				Cost of goods or services: \$20,000				
				Vendor				
				venuui				
New ve	ndors must com	nplete the '	Vendor/Supplie	er Information	Form and prov	ide a w-9 a	nd E-Verify	Affidavit
New ve Select w	ndors must com hether vend	nplete the '	Vendor/Supplie	er Information	Form and prov	ide a w-9 a	nd E-Verify ride the f	Affidavit.
New ve Select w □New ☑Curren	hether vend	dor is a r	Vendor/Supplie New or curr PROTREE INC	er Information ent vendor	of the City	ide a w-9 a and prov	nd E-Verify vide the f	Affidavit. ollowing:
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- 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 Information Form, w-9, and E-Verify directly to accountspayable@forestparkga.gov.
- 4. Email Requisition form and additional documents to procurement@forestparkga.gov
- 5. Once a fully signed requisition has been returned to you, create PO and proceed with purchase.
- Once service is received, submit signed Requisition, Invoice, and PO to Accounts Payable (copy Procurement) for payment.



Please complete, sign, and return Requisition Form along with all required documents to procurement@forestparkga.gov