

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 :	Police	Requisition Date:	03/04/2024
Prepared By:	L.E. Owens		

Explanation

This Requisition is for:

Services (1) 2023 Dodge Challenger for use at the Police Department

Goods (3) Quotes attached, item is not on statewide contract

Public Works Construction

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:	300-31-3210-54-2502
Funds Available:	\$333,884.00

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 checked="" type="checkbox"/> New	<input type="checkbox"/> Current	Vendor Name:	Five Star CDJR of Warner Robbins
		Current Vendor Number:	
If Statewide Contract, provide the following: (Attach one quote. Three quotes are not needed)			
		Statewide Contract ID number:	
If Requisition is replacing a current Contract, provide the following:			
		Current Contract Number:	
		Contract Expiration Date:	

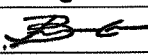
Solicitation

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

Department Head Authorization:		Date:	3/4/24
Purchasing Authorization:		Date:	
Finance Director:		Date:	
City Manager:		Date:	

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 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.
6. 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
Requisition will not be approved and PO will not be paid if not completed properly.



Five Star CDJR of Warner Robins

Date: 3/4/2024
Salesperson: _____
Manager: Christian Salinas

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CUSTOMER CITY OF FOREST PARK POLICE DEPT Home Phone : _____

Address : _____ Work Phone : _____

E-Mail : _____ Cell Phone : _____

VEHICLE

Stock # : 526183 New / Used : **New** VIN : 2C3CDZFJ9PH668380 Mileage: 37

Vehicle : 2023 Dodge Challenger Color : White Knuckle C

Type : R/T Scat Pack 2dr Rear-Wheel Drive LADX22

Market Value Selling Price	51,455.00
Discount	3,087.00
Rebate	2,000.00
Adjusted Price	46,368.00
Dealer Service Charge	799.00
Non Tax Fees	3.00
Cash Deposit	.00
Balance	47,170.00

Customer Approval: _____ Management Approval: _____

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

Type Comments Here:



Date: 3/4/2024
 Salesperson: Curtis Weaver
 Manager: Brad Campbell

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CUSTOMER Mr. Loyd Owens Home Phone : (404) 308-4700
 Address : _____ Work Phone : _____
 E-Mail : lowens@forestparkga.gov Cell Phone : (404) 308-4700

VEHICLE
 Stock # : PH678082 New / Used : **New** VIN : 2C3CDZFJ7PH678082 Mileage: 10
 Vehicle : 2023 Dodge Challenger Color : White Knuckle C
 Type : R/T Scat Pack 2dr Rear-Wheel Drive LADX22

Market Value Selling Price	51,455.00
Discount	2,058.00
Rebate	2,000.00
Adjusted Price	47,397.00
Dealer Service Charge	799.00
Non Tax Fees	41.00
Cash Deposit	.00
Balance	48,237.00

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

Type Comments Here:



Date/Time: 3/4/2024 1:59:34 PM

Buyer: Cap Owens
Home Phone: (404) 308-4700
Cell Phone: (404) 308-4700
Address: Forest Park, GA 30297

Salesperson: Abez-Ike Redwood

2023 Dodge Challenger R/T Scat Pack L323031



VIN: 2C3CDZFJ3PH587360
Odometer: 11
Color: White Knuckle Clearcoat
Body Type: 2dr Car

MSRP/Retail	\$53,740.00
Total Savings + Rebate	\$2,000.00
Selling price with Savings	\$51,740.00
Trade Allowance	0.00
Trade Payoff	0.00
Government Fee	\$122.00
Proc/Doc Fee	\$599.99
Total Taxes	0.00
Cash Down	0.00
Amount Financed	\$52,461.99

X _____
Customer Signature Date

X _____
Manager Signature Date