

# 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>	Public Works	<b>Date:</b> 10/22/2024	<b>Requisition Number:</b> 25-06077
<b>Prepared By:</b>	NIGEL WATTLEY		

Explanation	
This Requisition is for: <input checked="" type="checkbox"/> Services <input type="checkbox"/> Goods <input type="checkbox"/> Public Works Construction <input type="checkbox"/> Other _____	This requisition is for the immediate removal of a hazardous tree located at the corner of Ash St and Shellnut St. The tree was a significant safety risk, and due to its condition, Ash St had to be closed. I was unable to obtain three quotes, as the tree needed to be removed as soon as possible to eliminate the risk of falling on passing vehicles.
Justification for Request:	
See attached <u>  x  </u> page(s) or _____ line item(s) and attached specifications _____ pages	

Budget	
<b>Attach proof of available funds and provide the following:</b>	
<b>Budget Line Item:</b>	253-51-4226-54-1404
<b>Funds Available:</b>	Yes
<b>Cost of goods or services:</b>	\$20,000

Vendor	
New vendors must complete the Vendor/Supplier Information Form and provide a w-9 and E-Verify Affidavit.	
<b>Select whether vendor is a new or current vendor of the City and provide the following:</b>	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Current	<b>Vendor Name:</b> PROTREE INC
<b>Current Vendor Number:</b>	230768
<b>If Statewide Contract, provide the following:</b> (Attach one quote. Three quotes are not needed)	
<b>Statewide Contract ID number:</b>	
<b>If Requisition is replacing a current Contract, provide the following:</b>	
<b>Current Contract Number:</b>	<b>Contract Expiration Date:</b>

Solicitation	
Complete this section only if a formal bid or RFP advertisement is needed.	
<b>Also attach Solicitation Request Form</b>	
<b>Estimated cost of goods or services:</b>	
<b>Is cooperative purchase option available?</b>	
<b>Date goods or services are needed:</b>	

Signatures	
<b>Department Head Authorization:</b>	
<b>Date:</b>	10/22/2024
<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 Information Form, w-9, and E-Verify directly to [accountspayable@forestparkga.gov](mailto:accountspayable@forestparkga.gov).
  4. Email Requisition form and additional documents to [procurement@forestparkga.gov](mailto: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](mailto:procurement@forestparkga.gov)**  
 Requisition will not be approved and PO will not be paid if not completed properly.

