

# 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>	Executive	<b>Date:</b> 6/18/2024	<b>Requisition Number:</b>
<b>Prepared By:</b>	Randi Rainey		

### Explanation

This Requisition is for:

- Services
- Goods
- 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:	100-21-1320-52-3210		
Funds Available:	\$25, 0000 (on 7-1-24)	Cost of goods or services:	\$11,838.05

### 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:	Civic Plus	
Current Vendor Number:		231670		
<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>	Randi Rainey	<b>Date:</b>	6/18/2024
<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.**

