



## CITY OF MERIDIAN

Purchasing Department  
33 E BROADWAY AVE, STE 106  
MERIDIAN, ID 83642  
TEL: (208) 489-0417  
FAX: (208) 887-4813

**SHIP TO**  
**CITY OF MERIDIAN**  
Parks and Recreation

## Purchase Requisition

**DATE OF  
REQUEST**

**10/24/2024**

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING  
SLIPS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER

**AVAILABLE BUDGET AMOUNT**

**\$850,000.00**

**IS BUDGET AMENDMENT REQUIRED?**

**No**

**CITY SUPPORT TICKET NO.**

SUGGESTED  
VENDOR

Public Retsroom Company  
2567 Business Parkway  
Minden, NV 89423

| PROJECT MANAGER |  | PAYMENT TERMS | FREIGHT TERMS | F.O.B.      | REQUESTOR   |
|-----------------|--|---------------|---------------|-------------|-------------|
| Mike Barton     |  | NET 30        | PREPAID       | DESTINATION | Mike Barton |

**PROJECT NAME:** Lakeview Golf Course Restrooms Site C and D

| Description of Purchase                                                                      | Quantity and Pricing |      |               | ACCOUNTING CODES |              |                            |                           |               |
|----------------------------------------------------------------------------------------------|----------------------|------|---------------|------------------|--------------|----------------------------|---------------------------|---------------|
| PART NUMBER / DESCRIPTION / COMMITMENT NAME /<br>TASK ORDER / CONTRACT / PROJECT DESCRIPTION | QTY                  | UNIT | UNIT PRICE    | FUND             | DEPT<br>CODE | EXPENSE OR<br>GL ACCOUNT # | PROJECT /<br>COMMITMENT # | TOTAL AMOUNT  |
| Per Sourcwell contract and quote                                                             | 2                    |      | \$ 168,975.00 | 1                | 5390         | 93408                      |                           | \$ 337,950.00 |
| Proprietary Installation                                                                     | 2                    |      | \$ 17,292.00  | 1                | 5390         | 93408                      |                           | \$ 34,584.00  |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |
|                                                                                              |                      |      |               |                  |              |                            |                           | \$ -          |

**NOTES:** Council Approval Date: 10/1/2024

**\$372,534.00**

*Mike Barton*

AUTHORIZED DEPARTMENT SIGNATURE

## How to fill out the Purchase Requisition.

Fill in the **SHIP TO DEPARTMENT NAME**.

This is the name of the requesting department and where the product will be shipped

If the Ship To location is somewhere other than the department location, please enter that address in the lines below the department name and highlight it.

Fill in the **DATE OF REQUEST** located in the box on the right hand side of the form.

Fill in the amount of budget available for this commitment.

Is a budget amendment required to fund this request? Answer **YES** or **NO**.

Enter the name of the **SUGGESTED VENDOR**.

Please check with FINANCE to verify that the City of Meridian has the vendor set up as an account.

If the vendor is not set up, request that a W-9 form be submitted to FINANCE before placing the order.

If PURCHASING receives this Purchase Requisition and the vendor is not set up, an order processing delay occurs

If vendor will be determined by procurement process, enter "TBD"

CITY SUPPORT (JITBIT) TICKET NO is entered by purchasing staff.

Enter the **PROJECT NAME, TASK ORDER NAME AND NUMBER** and/or **PROJECT/COMMITMENT NUMBER**

Enter the name of the **PROJECT MANAGER** and **REQUESTOR**.

Under "PART NUMBER / DESCRIPTION / COMMITMENT NAME / TASK ORDER / CONTRACT / PROJECT DESCRIPTION

Enter the COMMITMENT NAME, **TASK ORDER** or **PROJECT DESCRIPTION**, Part Number or Description of Item being purchased

If you have more than one item, enter each on a separate line.

Enter the **QUANTITY** for each line item.

Enter the **UNIT** and **UNIT PRICE** for each line item. (Task orders and contracts should be listed as QTY 1 and UNIT EA. Unit price and total will be equal.)

### ACCOUNTING CODES

Enter the **FUND** that you want the expense to impact

1) The **FUND** number will be either:

(a) 01, 07, 08, 20, 55, or 60 depending on what FUND the budget is in

Enter the **DEPARTMENT CODE** you want the expense to impact

1) The DEPARTMENT CODE is a 4 digit number that corresponds to your department

Enter the **GL ACCOUNT NUMBER** (Expense Account) for each item.

1) The GL ACCOUNT NUMBER (Expense Account) is the 5 digit number where the budgets are located

Enter the **PROJECT CODE / COMMITMENT #** you want the expense to impact

1) The PROJECT CODE / COMMITMENT is an alpha numeric code that identifies a specific project or commitment to charge all expenses to

### **INFORMATION ONLY**

The FUND, DEPARTMENT CODE, GL ACCOUNT NUMBER, AND PROJECT CODE make up the accounting code for your request.

The accounting code will hold the budget dollars and actual expenses for your PO request.

*Accuracy is important as the resulting PO encumbers this accounting code (budget line item).*

Not all requests will have a project number. Call Purchasing if you are unsure.

This form will automatically total your request.

In the NOTES field add any information that you feel is significant.

AUTHORIZED DEPARTMENT SIGNATURE

Each department has a list of employees and amounts that they are authorized to sign for.

Please make sure that the authorized department personnel signs the form.

The completed and signed form must be submitted to Purchasing, along with the required support documents via a **CITY SUPPORT(JITBIT)** ticket.

**PRINT AND SUBMIT ONLY PAGE 1 (NOT THESE INSTRUCTIONS)**