

PROCUREMENT REQUISITION

(STARTS THE PROCUREMENT PROCESS FOR A PURCHASE OR CONTRACT)

Contract #:		Contract Amendment # (If applicable)		Date Complete Package is Received by Chief Fiscal Officer Procurement Type: Purchase Order #: Vendor ID:
Task Order # (if applicable):		Task Order Amendment # (If applicable)		
Is this procurement a sole source? ☐ YES ☐ NO				
COMPLETE ALL APPLICABLE FIELDS BEGINNING HERE DOWN TO THE CONFIRMATION SIGNATURE SECTION				
Requestor Name:		Date:		
Department:		Extension:		
OWP Number(s):		Cost Code:		
Total Contract: \$		☐ UDBE ____%	☐ DBE ____%	☐ Not Applicable
This Task Order: \$		☐ UDBE ____%	☐ DBE ____%	☐ Not Applicable
Procurement Justification:				
Independent Cost Estimate (ICE): \$				
Every procurement requires a cost or price analysis that begins with an ICE. Procurements less than \$5,000 may use a simplified ICE form. Procurements over \$50,000 should use a standard ICE form listing hours, classifications, and rates by tasks. By approving this requisition, the requester attests that the ICE is a fair and reasonable estimation of costs that was independently prepared prior to solicitation.				
QTY – use “1” U/M – use “lot” DESCRIPTION – describe services or product UNIT COST – individual cost EXTENDED COST – QTY multiplied by UNIT COST				
QTY	U/M	DESCRIPTION	UNIT COST	EXTENDED COST
				\$0.00
				0.00
				0.00
				0.00
			SUBTOTAL	\$0
ATTACHMENTS (as applicable): ☐ Scope of Work and Schedule ☐ Payment/Fee Schedule ☐ Quotes ☐ ICE ☐ RON ☐ Sole Source Justification ☐ Other (SPECIFY):			TAX	
			FREIGHT	
			TOTAL PRICE	\$
Funding Source: (CHECK/DEFINE ALL THAT APPLY)				
Federal	☐ YES ☐ NO	☐ FTA ☐ FHWA ☐ Other (DEFINE):		
State	☐ YES ☐ NO	Caltrans or Other State Funding Description:		
Local	☐ YES ☐ NO	☐ Other (DEFINE):		
Grant	☐ YES ☐ NO	Contract Number (for grant): Grant Number: \$ Amount: Grant Description: Grantor Pass-Thru Funding Obligations? ☐ YES ☐ NO		
VENDOR INFORMATION			DELIVERY ADDRESS	
Name:				
Address:				
Tax ID:				
Phone:			Fax:	
Contact:			Email:	
CONFIRMATION/APPROVAL SIGNATURE(S)				
*By approving the requisition, project manager asserts that the SOW for this procurement is within the SOW of the underlying agreement.				
Project Manager:			Date:	
Chief Fiscal Officer:			Date:	
Executive Director:			Date:	