**Purchase Requisition**  
Contra Costa Water District  

**Vendor's Name**  
ADDRESS  

**Delivery Location**  
ADDRESS  

**Phone or Email**  
Delivery Code (Optional):  

**Vendor's Dept. of Industrial Relations Registration # (if applicable)**  
*Only applies to construction/public works services over $1,000. (See reverse side for additional information.)*  

**Section Completed by Purchasing**  

<table>
<thead>
<tr>
<th>TERMS</th>
<th>F.O.B. INFORMATION</th>
<th>DATE REC'D</th>
<th>PURCHASING APPROVAL</th>
<th>PO #</th>
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</thead>
<tbody>
<tr>
<td>Net 30</td>
<td>Destination</td>
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**Comments:**  

<table>
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<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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List Quotes:  
Subtotal $  
Shipping & Handling  
Taxable Amount $  
Tax (8.75%)  
Freight, Non-Taxable  
Total Not To Exceed $  

**Individual(s) Authorized to Approve Invoices:**  

**Requisition Date:**  
**Requested By:**  

**Account #:**  

**Approval Signatures:**  

**Insurance Requirements**  
*Check the box(es) that apply. This requisition form requires at least one box to be checked.*  

- [ ] A No Insurance Required: Insurance is not required for goods, materials, memberships, offsite training, and other services conducted offsite.  
- [ ] B Insurance Required (Services): Required for routine/technical services (such as facility repairs, on-site training, software maintenance, etc.).  

**Select One:**  
- Found and Compliant in EBIX System  
- Found in EBIX; Compliant with waiver approved  
- New Vendor, Insurance information attached  
- Priority Issuance Requested: PO needed in advance of EBIX's 5-day timeline for compliance confirmation. Insurance information attached.  

<table>
<thead>
<tr>
<th>General Liability</th>
<th>Auto Insurance</th>
<th>Workers' Comp</th>
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<tbody>
<tr>
<td>$1 Million and &quot;additional insured&quot; endorsement page</td>
<td>$1 Million</td>
<td>Statutory</td>
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Instructions for Purchase Requisition (See also Administrative Procedure X-11)

• Vendor Name and Address, and, if available, Phone Number or Email Address: List the vendor’s name, billing address, and (if available) a phone number or email address for follow-up.

• Delivery Location: List the name and address of the District facility where the goods or services are to be delivered. Purchasing will add the applicable financial system (IFAS) delivery code to expedite processing.

• Vendor’s Department of Industrial Relations (DIR) Registration Number: This field only applies to public works of over $1,000 for construction, alteration, demolition, installation, or maintenance services done by a contractor subject to prevailing wage requirements. The requestor is responsible for obtaining the contractors’ DIR registration number and noting it on the purchase requisition. Contact the Purchasing Officer or visit http://www.dir.ca.gov/public-works/publicworks.html if you have questions about whether this requirement is applicable.

• Comments: This field is provided for the requestor to provide additional information, as needed.

• Description: This section of the Purchase Requisition is where the specific details of the item(s) to be purchased are described. Each line should include the quantity, unit type (such as: each, box, dozen, etc.), and description of what is to be purchased, the unit price, and the extended amount per line item. It is important that a price be listed for each line, or if an item is to be provided free of charge that it be referenced as such (e.g., $0 or N/C for No Charge). Note: Purchase Requisitions for computer hardware and software must be accompanied by an approved Computer Hardware/Software Purchase Request form. (See Administrative Procedure I-4).

• Subtotal: This requestor should confirm that this amount equals the total of the individual line items and have the funding verified by the Department’s designated clearinghouse person, who is responsible for the related budget (typically the Department’s Administrative Analyst).

• Shipping & Handling: To be completed if the vendor has estimated shipping. Shipping charges are not taxable if listed separately on the invoice. If combined with handling, shipping does become taxable as it is considered a necessary element of the sale. (If shipping charges are not provided as part of the quote or if you’re unclear of the tax implications, the purchase requisition can be forwarded with the field left blank.)

• Taxable Subtotal: The total of taxable items, including shipping. (Exclude labor or other non-taxable services.)

• Tax: The District is responsible to pay taxes for all goods and materials received, even if not invoiced by the vendor. Tax is calculated based on the delivery location. (Please contact Purchasing if you would like to confirm the current tax rate or whether the specific purchase is taxable.)

• Freight: Complete this field if the vendor has identified the delivery charge as freight. Freight is generally non-taxable and usually applied to the delivery of bulk goods. Freight does become taxable if combined with handling. (If an estimate is not provided as part of the quote, the purchase requisition can be forwarded with the field left blank.)

• Total Not to Exceed: Total anticipated cost of purchase.

• Quotes: AP X-4 provides for purchases of over $2,000 and up to $20,000, excluding tax and freight, to be awarded based on competitive quotes. Quotes must be specific to the order and should not have line items added or deleted, as the change could void the vendor’s commitment. Purchases ≤ $2,000 do not require a quote, but purchaser takes responsibility for protecting the District’s best interests and making the most cost-effective purchase; $2,001 ≤ $5,000 require two quotes, obtained in writing, by Internet, or by telephone; $5,001 ≤ $10,000 require three quotes, obtained in writing, by Internet or telephone; $10,001 ≤ $20,000 require three informal bids, which must be specific to the District and in writing (Internet and/or telephone-based quotes cannot be accepted for awards over $10,000). The number of required quotes may be reduced if the Purchasing Officer is satisfied that additional quotes will not result in a lower price.

  • For printed, emailed or web-based quotes: attach the quotes and note “Quotes Attached” on the purchase requisition.
  • For quotes obtained via telephone: list the name of the vendor, the date each quote was received, and the price (excluding tax and shipping/freight).

• Award Based on Government Agency or Cooperative: If pre-approved, the award can be based on another government agency’s advertised, competitive procurement process or via a cooperative agreement (e.g., NJPA). If applicable, provide the name of the agency and the contract number, and attach document reflecting approval. Awards for amounts over $100k must be pre-approved by the Board of Directors. Awards for amounts of $100k or below should be pre-approved at levels consistent with staff delegated authority for sole source procurement.

• Individual(s) Authorized to Approve Invoices: List the name of the employee(s) authorized to approve payment of the resulting invoice(s).

• Account #: List the account number(s) to be charged. If multiple accounts, indicate the allocation of items and/or amounts. This section should be reviewed and initiated by the requestor’s clearinghouse person to confirm the account numbers and available budget. (If referencing a new account string, please contact the Accounting Manager to request that the account be opened prior to submitting the Purchase Requisition.)

• Requisition Date: The issuing department should list the date that the requisition is routed for approval.

• Requested By: List the name of person initiating the request, so that a copy of the resulting Purchase Order can be provided.

• Approval Signatures: Signatures certifying approval must align with the following delegated authority levels established by the District’s Authority Matrix: ≤ $15,000 Division Managers, or as otherwise delegated to staff; ≤ $30,000 Department Directors; ≤ $50,000 Assistant General Managers; ≤ $100,000 General Manager; or, Over $100,000 Division/Department Manager w/Board-approved docket attached.

• Insurance Requirements: The requesting department must check at least one box in the Insurance Requirements section prior to submitting the Purchase Requisition. Options A and B are defined as follows:
  ➢ A) No Insurance Required: applies to purchases where there is no concern of liability, such as goods and materials, memberships, offsite training or services, etc.
  ➢ B) Insurance Required (Services): applies to procurement of services, and one of four subsections must also be selected:
    1. Found and Compliant in EBIX: the vendor’s insurance has been located within the District’s third-party insurance compliance system (EBIX) and all insurance policies are current;
    2. Found in EBIX System, Compliant w/Waiver Approved: the vendor is listed in EBIX as not requiring insurance, as previously waived by the Risk Manager;
    3. New Vendor, Insurance Information Attached: Please attach the appropriate insurance documents to the Purchase Requisition. (Purchasing will enter the insurance information for all new vendors into EBIX to initiate the compliance process.); or
    4. Priority Issuance Requested: EBIX requires five working days to process the information and reflect compliance in their system. This box should be checked when the need to procure goods or services outweighs the risk for confirming insurance compliance. Please attach the insurance documents to the Purchase Requisition.