

# SERVICE ORDER REQUISITION

(For all service orders, regardless of the amount)

Department: Complete this form and forward to Purchasing Agent.

Today's Date: \_\_\_\_\_

Date needed: \_\_\_\_\_

Check One:

STANDARD

BLANKET

CONFIRMING (for emergencies)

From: \_\_\_\_\_ to: \_\_\_\_\_

*A copy of both sides of the service order form must be provided to the Vendor prior to services being rendered.*

Requesting Department:

Suggested Vendor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ship to: (if different from above)

*Is this reimbursable by:  Grant  Other*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If so, please complete the "City Invoice Request Form" found on our website under "Treasurer forms."*

Description of service:

Cost: Material: \$ \_\_\_\_\_

Labor: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Account and line item#: \_\_\_\_\_

## Quotations Received:

Vendor	Contact	Phone	Service Date	Price
1. _____				
2. _____				
3. _____				

*(Attach any additional information stating items, source, quantity, price discounts, shipping, delivery time and contact information).*

If less than three quotes were obtained, or if this is a confirming service order, please explain:

Cert. of insurance attached? \_\_\_\_\_ Will vendor be rendering service on City property? \_\_\_\_\_

ALL SERVICE ORDERS: Vendor's certificate of insurance must be attached or forwarded to Purchasing Agent prior to services being rendered. Proof of general liability insurance (with the City being listed as additional insured if services are being rendered on City property) and/or professional liability insurance in the amount of at least \$1,000,000 per occurrence is required for certain services. Proof of worker's compensation insurance is also required if services are rendered on City property.

\_\_\_\_\_  
Department Head or Designee