



CITY OF HOUSTON



Houston Public Works
DIR PURCHASE REQUISITION CHECKLIST

Electronic Purchase Requisition (PR)	Yes	No	If No, Please Explain
Does the material number or material group accurately reflect the item or service being requested?			
Is the customer data tab complete (i.e., make and model for commodity)?			
Are the delivery address and contact person correct?			
Is the specification/scope of work attached?			
Did the requestor attach a signed offer/quote from the DIR vendor?			
Will the vendor be providing service on City property? If so, is a Certificate of Insurance (with all the required endorsements) and appropriate drug forms from the recommended vendor attached?			
Is the cost of this procurement \$30,000 or greater? If so, is the signed Fair Campaign Ordinance form from the recommended vendor signed and attached to the PR?			
Is the total cost of this procurement greater than \$50,000? If so, is the signed Affidavit of Ownership form from the recommended vendor attached to the PR?			
Is the total cost of this procurement \$10,000 or greater? If so, is the M/WBE letter of intent from the recommended vendor or an M/WBE waiver document approved by OBO attached to the PR?			