

## PURCHASE REQUISITION WORKSHEET

**Requesters:** Provide this completed form to your Organization Office Administrative Assistant (OAA), OMA, SMA, or ASA for input into Oracle Internet Procurement. If you do not have Administrative Support, please call SCHED at 284-4743. For all buyer-placed procurements, also consult with [SCM 100.2.13 Plan for Buyer-Placed Procurements](#) for additional step-by-step requirements for Requesters.

PREPARER USE ONLY					
Purchase Requisition No.:		Purchase Order No.:		Date:	

REQUESTER INFORMATION					
Requester: Kari Neely		Date: 6-29-12		Phone: 925-294-1406	
Approving Manager: Craig Taylor (Orders over \$25k)				PR Total Amount: \$ 411,444	
Suggested Supplier : Siemens Dealers		Supplier Contact:			
				Phone:	
Note to Buyer (and/or list of other possible suppliers if applicable): Sole Make, parts are proprietary, Sole make forms for controls parts standardization on Siemens automation systems for Sandia Corporate building controls are on file with Purchasing. NOTE: All materials must be on site and costed this FY12.					

PURCHASE REQUEST					
ITEM 1	CATEGORY (See page 3 for category list)	Unit of Measure	Qty.	Unit Price	Date Required:
	Construction Materials	lot	1	241,361	9/15/12
	Detailed description: Siemens Apogee Products for Building Automation systems in buildings 910, 912, 914, list is attached.				
	Deliver to Location: Bldg. 963-1, Sandia CA				
	Project 165179 Task 3.3	Distribution: % 60	Amount: \$ 241,361		

ITEM 2	CATEGORY (See page 3 for category list)	Unit of Measure	Qty.	Unit Price	Date Required:
	.Construction Materials	lot	1	122,371.37	9-15-12
	Detailed description: Siemens Apogee Products for Building Automation systems in buildings, list attached, for building 941				
	Deliver to Location: Bldg. 963-1, Sandia CA				
	Project 165180 Task 3.3	Distribution: % 30	Amount: \$ 122371		

ITEM 3	CATEGORY (See page 3 for category list)	Unit of Measure	Qty.	Unit Price	Date Required:
	.Construction Materials	lot	1	40,662	7-10-12
	Detailed description: Siemens Apogee Products for Building Automation systems in buildings, list attached, for building 928.				
	Deliver to Location: Bldg. 963-1, Sandia CA				
	Project 164793 Task 3.3	Distribution: % 10	Amount: \$ 40,662		

ITEM 4	CATEGORY (See page 3 for category list)	Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:				
	Deliver to Location:				

Project Task Distribution: % Amount: \$					

ITEM 5	CATEGORY (See page 3 for category list)		Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:					
	Deliver to Location:					
	Project	Task	Distribution: %	Amount: \$		

ITEM 6	CATEGORY (See page 3 for category list)		Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:					
	Deliver to Location:					
	Project	Task	Distribution: %	Amount: \$		

ITEM 7	CATEGORY (See page 3 for category list)		Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:					
	Deliver to Location:					
	Project	Task	Distribution: %	Amount: \$		

ITEM 8	CATEGORY (See page 3 for category list)		Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:					
	Deliver to Location:					
	Project	Task	Distribution: %	Amount: \$		

ITEM 9	CATEGORY (See page 3 for category list)		Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:					
	Deliver to Location:					
	Project	Task	Distribution: %	Amount: \$		

ITEM 10	CATEGORY (See page 3 for category list)		Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:					
	Deliver to Location:					
	Project	Task	Distribution: %	Amount: \$		

ITEM 11	CATEGORY (See page 3 for category list)		Unit of Measure	Qty.	Unit Price	Date Required:
	Detailed description:					
	Deliver to Location:					

	Project	Task	Distribution: %	Amount: \$
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CATEGORY	DESCRIPTION
AEROSPACE	AEROSPACE SYSTEMS AND COMPONENTS AND EQUIPMENT
AUTOMOTIVE	TRANSPORTATION COMPONENTS AND SYSTEMS
BUILDING	BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES
CALIFORNIA	ENGINEERING AND RESEARCH AND TECHNOLOGY BASED SERVICES
CHEMICALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
COMPUTER	COMPUTERS
CONCURRENT DESIGN & MFG	MACHINING AND PROCESSING SERVICES
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS
CONSTRUCTION	STRUCTURES AND BUILDING AND CONSTRUCTION AND MANUFACTURING COMPONENTS AND SUPPLIES
CONSULTANT	MANAGEMENT AND BUSINESS PROFESSIONALS AND ADMINISTRATIVE SERVICES
COPIER	PHOTOCOPIERS
DRAFTING	DRAFTING SUPPLIES
ELECTRICAL EQUIPMENT	ELECTRICAL SYSTEMS AND LIGHTING AND COMPONENTS AND ACCESSORIES AND SUPPLIES
ELECTRONICS	CONSUMER ELECTRONICS
EQUIPMENT	EQUIPMENT
ES&H/SAFETY SUPPLIES	PERSONAL SAFETY AND PROTECTION
FABRICATION	MACHINING SERVICES
FIREARM	FIREARMS
FURNITURE	FURNITURE AND FURNISHINGS
GASES	ELEMENTS AND GASES
GOVERNMENT.FAO	FAO
GOVERNMENT.ICO	ICO
GOVERNMENT	GOVERNMENT DEPARTMENTS SERVICES
GREASES/LUBRICANT/SOLVENT	GREASES
HARDWARE	HARDWARE
INTERNATIONAL	INTERNATIONAL
JANITORIAL SUPPLIES	CLEANING AND JANITORIAL SUPPLIES
LABORATORY SUPPLIES	LABORATORY AND SCIENTIFIC EQUIPMENT
MACHINERY	MACHINERY
MAINTENANCE/REPAIRS	BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES
MATERIAL HANDLING/TRANSP	MATERIAL HANDLING MACHINERY AND EQUIPMENT
MEDICAL	MEDICAL EQUIPMENT AND ACCESSORIES AND SUPPLIES
METAL	METAL SOLIDS, PRECIOUS METALS
MFG	MANUFACTURING TECHNOLOGIES
OFFICE SUPPLIES	OFFICE SUPPLIES
PAPER	PAPER MATERIALS AND PRODUCTS, NEWSPRINT AND OFFSET PAPERS
PHOTOGRAPHIC	CAMERAS, PHOTOGRAPHIC OR FILMING OR VIDEO EQUIPMENT
PLASTIC	FILMS, FOAMS, PLASTIC RESINS, MANUFACTURING COMPONENTS AND SUPPLIES
PRINTING	INDUSTRIAL PRINTING SERVICES, PRINTING AND PUBLISHING EQUIPMENT
PROFESSIONAL SERVICES	MANAGEMENT AND BUSINESS PROFESSIONALS AND ADMINISTRATIVE SERVICES
QUALITY SIGNIFICANT	QUALITY SIGNIFICANT