



PROJECT REQUISITION

PIKES PEAK STATE COLLEGE
5675 S Academy Blvd. | Colorado Springs, CO, 80906

Vendor Number _____

Division/Department _____

Date _____

Vendor Name/Address/Phone/Email _____

Division Point of Contact/Phone Number _____

TO BE COMPLETED BY PROCUREMENT DEPARTMENT

Purchase Order Number _____

W9

Insurance Certificate

Independent Contractor Certification

PERA Form

Personal Services Certification

Campus Location _____

Org & Commodity Code _____

Total Cost \$ _____

Signature of Approving Official _____

Insert a check if the following language applies:

Insurance certificate must be received and accepted by PPSC Procurement Office, prior to work beginning (Clause 3).

Contractor shall tape/fence off work area and provide proper signage as needed to direct foot traffic. Work area must be left clean of tools, debris, and all other materials upon completion of job (Clause 7).

Payment will be made in full after all work has been completed and accepted by Pikes Peak State College (Clause 8).

Work is to be performed during normal business hours. Work schedule must be coordinated with and approved by the PPSC Point of Contact (Clause 9).

Project Title	Start & End Date	Project POC/Phone Number		
Purpose of Project	Warranty Required	Inspections Required		
What are the services to be performed?				
What goods are to be delivered?				
DESCRIPTION	UNIT OF MEASURE	QUANTITY	COST EACH	TOTAL

Identify amounts and timing of payments and identify conditions or performances which must be met or completed prior to payment (i.e. standards for acceptance of the project/ each deliverable). Payment options: once a month or paying on completion of Phase 1 of 3—you will need to identify the phase and the dollar amount.

Staple vendor quotes to this document.