**DIRECT PURCHASE REQUISITION**

**PROJECT NAME:** [ENTER PROJECT NAME]

**REQUEST NUMBER:** [REQUEST NUMBER.]

It is requested that Orange County make arrangements for Direct Purchase by the County of the following item which is included in the work to be done by the Contractor pursuant to the requirements set forth in Contract: [ENTER CONTRACT TITLE AND NUMBER e.g. Y22-0000].

**OWNER DIRECT PURCHASE ITEM:**

|  |  |
| --- | --- |
| Brief Description |  |
| Cost (Value) of Item to Be Purchased |  |
| Total Cost (Value)  Including Taxes and Freight Charges |  |
| Amount Of Florida State Sales Tax |  |
| Direct Purchase Cost  Less Florida State Sales Tax |  |

**PURCHASE DIRECTLY FROM VENDOR:**

|  |  |
| --- | --- |
| Vendor’s Complete Company Name |  |
| Federal Employee Identification No. |  |
| Mailing Address |  |
| Contact Person |  |
| Position/Title |  |
| Telephone No. |  |
| Email Address |  |

**PURCHASE DELETION:**

This Direct Purchase is to be deleted by Change Order to the contract which has been executed between the Contractor and:

[Company/Trade/Sub Contractor Name]

[Trade/Sub Contract Execution Date]

**REQUEST MADE BY:**

Construction Manager/General Contractor/Design Builder: [Company Name]

[Contractor Representative Name and Title]

[Date]