

BRAWLEY
CALIPATRIA
HOLTVILLE
WESTMORLAND



CALEXICO
EL CENTRO
IMPERIAL
IMPERIAL COUNTY

NOTICE OF REQUISITION

For Local Transportation Authority Sales Tax Revenue Bond funded projects

FROM: _____ DATE: _____

TO: Local Transportation Authority

Project ID/No.: _____

Total Project Cost: _____

Invoice No.: _____ of _____ Amount Requested in this invoice: _____

Project Title: _____

Description of Work: _____

The Local Transportation Authority is hereby notified that a project award was completed for Project ID/No. _____, invoicing and requisition is scheduled to begin by (Month, Year) _____. Attached to this notice of requisition is a copy of the project schedule including an estimate number of invoices throughout the life of the project. The projected date of completion for all work is scheduled for (Month, day, Year)_____.

****If you have modified your agency's 5 Year Program of Projects List, include a copy of the updated and approved 5 Year Program of Projects List as part of the Notice of Requisition submittal. Include a copy of Board/Council approval of the updated list.***

Member Agency: _____

(Signature)

By: _____

Title: _____

(Authorized Designee)

OFFICE USE ONLY

Project Schedule:	
Estimate No. of Invoices:	
Updated 5 Year Program:	
Verification by:	
Date of entry:	

Notice of Requisition Checklist

The Notice of Requisition packet should include at a minimum the following:

1.	Notice of Requisition Form
2.	Project Schedule
3.	Original Form of Requisition form wet signature ✓ Verify that your Form of Requisition identifies the correct series number. The following is the list of series numbers by agency: a) City of Brawley – Series 2012A b) City of Calexico – Series 2012B c) City of Calipatria – Series 2012C d) City of Imperial – Series 2012D e) County of Imperial – Series 2012E
4.	Bond Proceeds Requisition Form – <i>one hard copy and one Excel emailed copy to ICTC staff</i>
5.	Any and all applicable invoices of the project with proof of payment
6.	Copy of the Five-Year Program of Project List – <i>provide copy of program including governing body approval</i>