



Office of Consumer Credit Commissioner
 2601 North Lamar Boulevard
 Austin, TX 78705-4207
 Purchase Request Form

Directions: Use this form to request items not already available through supply. Requestor should complete and sign the form and forward it to their supervisor. Upon supervisor approval, the form will be forwarded to the chief accountant. Upon approval by the chief accountant, the form will be forwarded to the purchaser. A request may be denied at any level. The requestor may ask to receive a copy of the completed form showing the purchase order number and date of issue.

Recommended Vendor

SHI gs

Address: 290 Davidson Ave Phone: 800-527-6389
Somerset NJ Fax: shanice_saunders@shi.com

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
208	54	GoTo Webinar Professional - 1 year renewal	1	\$1,529.00	\$ 1,529.00
					\$ -
					\$ -
					\$ -
Total					\$ 1,529.00

Reason for request: DIR-TSO-4317

Quote #23885514

Detail Description (REQUIRED if not indicated above):

Requestor: Thomas White  Date: 08/30/23

Department: IT Phone: 512-936-7650

Approval

Department Supervisor: _____ Date: _____

Accounting Manager: _____ Date: _____

Purchaser: Lori Tooley Date: 08/31/2023

PO Number Issued: 24-004 Date: 08/31/2023

PCC Code: I

Accounting Only: Comp Objt: _____ **AY:** _____