



**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


Novacoast

Address: \_\_\_\_\_ Phone: Becca Hales 800-949-9333 x4999  
 \_\_\_\_\_ Fax: isg@novacoast.com

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
920	45	Retain GroupWise Module User SW E-LTU Business Support	100	\$21.49	\$ 2,149.00
920	45	Retain Server per Unified Acct SW E-LTU-Business Support	100	\$16.59	\$ 1,659.00
963	39	Reinstatement fee	1	\$274.63	\$ 274.63
					\$ -
<b>Total</b>					<b>\$ 4,082.63</b>

Reason for request: Annual renewal for software license, DIR-CPO-5265.

**Detail Description (REQUIRED if not indicated above):** PCA All

Requestor: Thomas White  Date: 03/26/24  
 Department: IT Phone: 512-936-7650

**Approval**

Department Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Accounting Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Purchaser: Alexandra Jones Date: \_\_\_\_\_  
 PO Number Issued: 24-018 Date: 03/27/2024  
 PCC Code: I

Accounting Only: \_\_\_\_\_ Comp Objt: 7380 **AY:** 2024