



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

Visual Edge IT

Address: 4616 W Howard Ln, Bldg 9, Ste 950 Phone: 713-695-3900
Austin TX 78728 Fax: _____

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
939	55	Maintenance, Kyocera A2187, 12 months	12	\$92.80	\$ 1113.60
					\$ -
					\$ -
					\$ -
Total					\$ 1113.60

Reason for request: maintenance for full year

DIR-CPO-4428

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

Requestor: Thomas White *Thomas White* Date: 09/12/23

Department: IT Phone: 512-936-7650

Approval

Department Supervisor: _____ Date: _____

Accounting Manager: _____ Date: _____

Purchaser: Alexandra Jones *Alexandra Jones* Date: _____

PO Number Issued: 24-027 Date: 09/29/2023

PCC Code: I

Accounting Only: Comp Objt: 7367 **AY:** 2024