



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: 1505 Chapala St Phone: Cheryl Fusaro 800-949-9933 x6010
Santa Barbara CA 93101 Fax: cfusaro@novacoast.com

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
920	37	Time & Materials, software engineer service (Howard Hyten)	2	\$180.00	\$ 360.00
					\$ -
					\$ -
					\$ -
Total					\$ 360.00

Reason for request: Quotation pending - this req for exact charges billed Novacoast invoice 90087163 11/30/2023

DIR-TSO-4059, service DIR-NOVA-103

Detail Description (REQUIRED if not indicated above): PCA 08004

Requestor: Thomas White Date: 12/20/23

Department: IT Phone: 512-936-7650

Approval

Department Supervisor: _____ Date: _____

Accounting Manager: _____ Date: _____

Purchaser: Alexandra Jones Date: _____

PO Number Issued: 24-061 Date: 12/20/2023

PCC Code: I

Accounting Only: Comp Objt: 7275

AY: 2024