



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

Insight


Address: 2701 E Insight Way Phone: 800-467-4448
Chandler AZ 85286-1930 Fax: Christine Ricker 512-691-2013

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
208	11	Adobe Photoshop for Teams - renewal	1	\$431.74	\$ 431.74
208	11	Adobe Illustrator CC for Teams	1	\$431.74	\$ 431.74
208	11	Adobe Acrobat Pro for Teams	2	\$272.64	\$ 545.28
					\$ -
Total					\$ 1,408.76


Reason for request: Quotation 0227132451

DIR-CPO-5239 PCA All

Detail Description (REQUIRED if not indicated above):

Requestor: Thomas White  Date: 02/16/24
 Department: IT Phone: 512-936-7650

Approval

Department Supervisor: _____ Date: _____
 Accounting Manager: _____ Date: _____
 Purchaser: Alexandra Jones  Date: _____
 PO Number Issued: 24-070 Date: 02/22/2024
 PCC Code: I

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