



**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

Arthur J. Gallagher Risk Management Services, LLC

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
953	56	Content/Property Insurance 05/2024 - 05/2025	1	\$390.00	\$ 390.00
					\$ -
					\$ -
					\$ -
<b>Total</b>					<b>\$ 390.00</b>

Reason for request: Content/Property Insurance renewal for agency

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

Requestor: Alexandra Jones *AJ* Date: 04/30/24

Department: Administration Phone: 512-936-7640

**Approval**

Department Supervisor: *Mirand Diamond* Date: \_\_\_\_\_

Accounting Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser: *Lori Tooley* Date: 5/9/2024

PO Number Issued: 466-24-086 Date: \_\_\_\_\_

PCC Code: E

Accounting Only: Comp Objt: 7204

**AY:** 2024