



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

Thomson Reuters - West

Address:

P.O. Box 6292

Phone:

800-328-4880

Carol Stream, IL 60197-6292

Fax:

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
956	35	West Proflex	1	\$6,525.00	\$ 6,525.00
					\$ -
					\$ -
					\$ -

Reason for request: Westlaw online subscription for legal research FY 24 (09/01/23 - 08/31/24). This request replaces the previous request due to a rate increase effective 1/31/24.

Detail Description (REQUIRED if not indicated above):

Account #1005787330

Requestor:

Nicko Fisher

Date:

01/18/24

Department:

Legal

Phone:

512.936.7621

Approval

Department Supervisor:

Date:

1/18/2024

Accounting Manager:

/s/ Leslie L Pettijohn

Date:

1.25.2024

Purchaser:

Date:

02/28/2024

PO Number Issued:

24-013/24-090

Date:

02/28/2024

PCC Code:

E

Accounting Only:

Comp Objt: 7276

AY:

2024