



# 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

US Bank/Pair Networks

Address:

Phone:

Fax:

| Class | Item | Product number and/or brief description   | Quantity | Cost per unit | Extension |
|-------|------|-------------------------------------------|----------|---------------|-----------|
| 920   | 03   | TFEE website hosting fee - annually       | 1        | \$393.71      | \$ 393.71 |
|       |      | monthly software installation manager fee | 1        | \$3.95        | \$ 3.95   |
|       |      | pairSSL certificate renewal               | 1        | \$18.99       | \$ 18.99  |
|       |      |                                           |          |               | \$ -      |
| Total |      |                                           |          |               | \$ 416.65 |

Reason for request: TFEE website host to support education endowment grant activities in FY26

**Detail Description (REQUIRED if not indicated above):** PCA 04001

Requestor: Alexandra Jones Date: 09/15/25

Department: Administration Phone: 512-936-7640

### Approval

Department Supervisor: /s/ Leslie L Pettijohn Date: 9.18.2025

Accounting Manager: /s/ Leslie L Pettijohn Date: 9.18.2025

Purchaser: Alexandra Jones Date: 09/22/2025

PO Number Issued: 26-003/26-013 Date: 09/22/2025

PCC Code: H

Accounting Only: Comp Objt: 7275

**AY:** 2026