



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

Spectrum

Address:

Phone:

Fax:

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
915	24	Spectrum Business TV Premier, 3 receivers	12	\$177.00	\$ 2,124.00
					\$ -
					\$ -
					\$ -
Total					\$ 2,124.00

Reason for request:

Detail Description (REQUIRED if not indicated above):

PCA 08001

Requestor:

Thomas White

Date:

09/03/25

Department:

IT

Phone:

512-936-7650

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

Date:

09/22/2025

PCC Code:

H

Accounting Only:

Comp Objt: 7276

AY:

2025