

Office of Consumer Credit Commissioner

Purchase Request Form

Directions

Use this form to request items not already available through supply. Requestor should complete the form and save the file as a PDF. Requestor should sign and date the PDF and attach screen shot(s) of the item(s) requested and quotes then forward the completed form to their supervisor. Upon supervisor approval, the form will be forwarded to the Commissioner for approval. Upon approval by the Commissioner, the form will be forwarded to the purchaser. A request may be denied at any level.

Recommended Vendor Oracle				Date 9/01/2025		
				Dept Admin		
				Requestor Alexandra Jones		

COBJ	Class	Item	Product Number and/or Brief Description	Qty	Cost Per Unit	Extended Cost
7275	920	05	Oracle Cloud Services	1	\$7,000.00	\$7,000.00
						\$0.00
						\$0.00
						\$0.00

Shipping	
Est Total Cost	\$7,000.00

Reason For Request:

Cloud services used for website hosting, database hosting, application development, networking and storage

Is there a contract for the item(s)? ☒ Yes ☐ No

If Yes, what is the contract #?

DIR-CPO-5439

Purchasing Notes:

What department will be charged?

- | | |
|--|---|
| ☐ 01001 - Consumer Assistance | ☐ 08001 - Admin |
| ☐ 02001 - Consumer Protection | ☐ 08002 - Accounting |
| ☐ 03001 - Licensing | ☐ 08003 - Legal |
| ☐ 04001 - Financial Education | ☒ 08004 - Info Tech |

Approvals

Department Supervisor: /s/ Leslie L Pettijohn

Date: 9/4/2025

Accounting Manager: /s/ Leslie L Pettijohn

Date: 9/4/2025

Purchaser: Alexandra Jones

Date: 09/05/2025

Purchasing Only

PO Number	26-004
Date Issued	09/05/2025
PCC Code	I