

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:	Arthur J. Gallagher Risk Management Services, LLC	Date:	8/1/2025
		Dept:	Admin
		Requestor:	Alexandra Jones

COBJ	Class	Item	Product Number and/or Brief Description	Qty	Cost Per Unit	Extended Cost
7204	953	54	Auto Insurance policy eff 11/1/25-11/1/26	1	\$900.00	\$900.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

Shipping	
Est Total Cost	\$900.00

Reason For Request:

FY '26 Auto insurance policy

Is there a contract for the item(s)?

☐ Yes ☐ No

If Yes, what is the contract #?

Purchasing Notes / Justification:

SORM

Approvals

Department Supervisor:

Mirand Diamond

Accounting Manager:

/s/ Leslie L Pettijohn

Purchaser:

Alexandra Jones

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 |

Date: 8/26/25

Date: 9.18.2025

Date: 09/23/2025

Purchasing Only

PO Number:	26-009
Date Issued:	09/23/2025
PCC Code:	E