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: Visual Edge IT

Address: 4616 W Howard Ln, Bldg 9, Ste 950
Austin TX 78728

Phone: 713-695-3900

Fax:

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
939	55	Lease and Maintenance, Sharp HO-1523	12	$251.50	$ 3,018.00
					$ -
					$ -
					$ -
				Total	$ 3,018.00

Reason for request: maintenance

DIR-CPO-4428

Detail Description (REQUIRED if not indicated above): PCA - 08004

Requestor: Thomas White Date: 09/24/25

Department: IT Phone: 512-936-7650

Approval

Department Supervisor: /s/ Leslie L Pettijohn Date: 9/30/2025

Accounting Manager: /s/ Leslie L Pettijohn Date: 9/30/2025

Purchaser: Lori Tooley Date: 10/15/2025

PO Number Issued: 26-017 Date:

PCC Code: I

Accounting Only: Comp Objt: 7406 **AY:** 26