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: Verizon Wireless

Address:

Phone:

Fax:

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
838	85	Mobile wireless service for 5G hotspots	12	$1,709.55	$ 20,514.60
					$ -
					$ -
					$ -
				Total	$ 20,514.60

Reason for request:

Detail Description (REQUIRED if not indicated above): DIR-TELE-CTSA-015

Requestor: Thomas White — Date: 09/03/25

Department: IT — Phone: 512-936-7650

Approval

Department Supervisor: /s/ Leslie L Pettijohn — Date: 10.7.2025

Accounting Manager: /s/ Leslie L Pettijohn — Date: 10..7.2025

Purchaser: Alexandra Jones — Date: 10/23/2025

PO Number Issued: 26-023 — Date: 10/23/2025

PCC Code: 0

Accounting Only: Comp Objt: 7276 — ***AY:*** 2026