

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	Date: 8/1/2025
	Dept: Admin
	Requestor: Alex Jones

			Public Officials Liability Insurance eff 12/1/25-12/1/26	1	\$18,665.00
			same amt as prior year		
					Est Total Cost

Reason For Request:

FY26 Public Officials Liability Insurance

Is there a contract for the item(s)?

☒ Yes ☐ No

If Yes, what is the contract #?

Purchasing Notes / Justification:

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 |
| ☐ All Departments | |

Date: 11/18/25

Date: 11.21.2025

Date: 12/5/2025

Purchasing Only

PO Number:	26-030
Date Issued:	12/5/2025
PCC Code:	Q