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: Garza Gonzales & Associates

Address:

Phone:

Fax:

Class	Item	Product number and/or brief description	Quantity	Cost per unit	Extension
918	04	FY26 Internal Audit and Risk Assessment	1	$15,900	$ 15,900
					$ -
					$ -
					$ -
				Total	$ 15,900

Reason for request: FY26 Internal Audit and Risk Assessment

Detail Description (REQUIRED if not indicated above): PCA 08001

Requestor: Alexandra Jones Date: 12/23/25

Department: Administration Phone: 512.936.7640

Approval

Department Supervisor: Mirand Diamond Date: 12/23/25

Accounting Manager: /s/ Leslie L Pettijohn Date: 12.23.2025

Purchaser: Alexandra Jones Date: 01/05/2026

PO Number Issued: 26-037 Date: 01/05/2026

PCC Code: Q

Accounting Only: Comp Objt: 7245 ***AY:*** 2026