

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

COBJ	Class	Item	Product Number and/or Brief Description	Qty	Cost Per Unit	Extended Cost
7201	963	48	2026 General Membership dues	1	\$950.00	\$950.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

Shipping	
Est Total Cost	\$950.00

Reason For Request:

General membership dues for 2026

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: 1/12/26

Date: 1.30.2026

Date: 02/11/2026

Purchasing Only

PO Number:	26-003
Date Issued:	02/11/2026
PCC Code:	H