



PURCHASE REQUISITION FORM

PO Number _____

Date : 5/26/2022

Department IT

Vendor (Name & Address)

VersaTrust
6310 Southwest Blvd., Ste 110
Fort Worth, Tx 76109

Delivery Address

1 Trophy Wood Drive
Trophy Club, TX 76262

Project#

Account Number	Description	Quantity	Unit Amount	Total Amount
23-640-83700	Dell Latitude 5530	10	1,588.00	\$ 15,880.00
23-640-83700	Optiplex 5000	8	1,338.04	\$ 10,704.32
23-640-83700	Optiplex 5000	8	1,405.26	\$ 11,242.08
23-640-83700	Precision 3660	2	1,934.47	\$ 3,868.94
23-640-83700	Dell Thunderbolt 4 Dock	10	359.16	\$ 3,591.60
Co-op info:				
			Total	\$ 45,286.94

Comments _____

Mike Erwin
Requested by: _____

Approved by: _____

Finance Approved by: _____