

<b>HCC Asset Request Form</b>				<b>Instructions:</b> The <i>Requester</i> completes shaded portions of Sections 1 – 4.		Date
<b>1. Requester</b>						
Requester's Name ( <i>type or print</i> )			Agency		TSA	
					<input type="checkbox"/> C- Wichita Falls <input type="checkbox"/> D- Abilene <input type="checkbox"/> E- DFW	
Requester Phone Email			Requester Phone No.		Date Needed	
<b>2. Ordering Information</b>						<b>Totals</b>
Item No	Description	Qty	Unit of Issue	List Price	Discounted Price	Estimated Price
<b>3. Justification</b>						
<b>4. Recommended Sources</b> ( <i>Provide three sources, if possible. Competition is required for open market</i> )						
Name of First Vendor			Company Point of Contact (Name, Email, Phone)			
Name of Second Vendor			Company Point of Contact (Name, Email, Phone)			
Name of Third Vendor			Company Point of Contact (Name, Email, Phone)			
<b>5. Asset Request Status: (For official use only)</b>			<input type="checkbox"/> Approved <input type="checkbox"/> Denied    Comments:			
Requester's Name and Date (Print)			HCC Chair Name and Date (Print)			
Requester's Signature			HCC Chair Signature			