

**Complete this form to purchase Houston Public Works branded items.**

- Complete & sign this form (with Service line Director's signature)
- Email completed form to: [communications@houstontx.gov](mailto:communications@houstontx.gov)
- Approved form & invoice will be sent back to you to process payment
- After payment, send receipt & completed form to: [communications@houstontx.gov](mailto:communications@houstontx.gov)
- Wait 4-6 weeks for delivery

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Service Line: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PURCHASE INFORMATION**

Item Name: \_\_\_\_\_ Item Number: \_\_\_\_\_

Description: \_\_\_\_\_ Quantity: \_\_\_\_\_

**JUSTIFICATION**

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**COST**

Unit Price: \_\_\_\_\_ Cost Center: \_\_\_\_\_ Fund Number: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Account #: \_\_\_\_\_

**APPROVALS**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Service Line Director: \_\_\_\_\_ Date: \_\_\_\_\_

Communications Director: \_\_\_\_\_ Date: \_\_\_\_\_

Communications: \_\_\_\_\_ Date: \_\_\_\_\_