



E&E
 JLA
 SYNC
 HH

Requisition #: _____
 Requester: James Burford
 Department: _____
 Date: 2/25/2026
 Order #: _____

VENDOR/SUPPLIER

Business: Summit Fire
 Contact: _____
 Address: _____
 Address 2: _____
 Telephone #: _____
 Fax #: _____

SHIP TO

E&E
 2101 Millers Ferry Road
 Wilmer, TX 75125
 510-490-9788 x127

Item	Description	Unit Price	Quantity	Sub-Total	Remarks/Purpose	Coding
	Pump House Panel Troubleshoot	\$550.00	1.00	\$ 550.00	Troubleshoot reporting issues between the pump house panel and main building panel	
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				Estimated Total	\$ 550.00	

DO NOT PLACE AN ORDER WITHOUT APPROVAL

Requester's Signature: James Burford

 Direct Manager's Approval: _____
 Dept Manager's Approval: _____
 Add'l Authorizer (over 2K): _____
 Add'l Authorizer (over 1K): _____
 IT Authorizer (Computer soft & hardware): _____

Date: 2/25/2026

 Date: _____
 Date: _____
 Date: _____
 Date: _____
 Date: _____

Administration Use Only

Order Date: _____ Ordered by: _____
 Est. Delivery Date: _____ Ordered Amount: _____
 Payment Method: (Please check one)

Open Account (Vendor bill) Provide REQ# to vendor for invoicing, submit approved requisition form to A/P for payment processing
 COD/Prepaid Submit approved requisition form and vendor invoice to Controller for COD/prepaid check
 Company Credit Card Submit approved requisition form and receipt to Credit Card Holder
 Employee Credit Card/Check Attach approved requisition form and receipt to employee's expense report for reimbursement