[X]	E&E
[ ]	JLA
[ ]	SYNC
[ ]	HH

Requisition #:
Requester: James Burford
Department:
Date: 6/25/2026

Order #

VENDOR/SUPPLIER	
Business	T-Rock
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
	Fire Pump Room Ventilation Repairs	$1,343.16	1.00	$ 1,343.16	Fire Pump Room Vent Repairs	
	Temperature in this pump house is high and the vent is not working correctly to cool the room down properly.			$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		

DO NOT PLACE AN ORDER WITHOUT APPROVAL

Estimated Total $ 1,343.16

Requester's Signature: James Burford **Date:** 6/25/2026
Direct Manager's Approval: **Date:**
Dept Manager's Approval: **Date:**
Add'l Authorizer (over 2K): **Date:**
Add'l Authorizer (over 1K): **Date:**
IT Authorizer (Computer soft & hardware): **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