

How to Request a Quote & Submit a Purchase Order Under DIR Contract DIR-CPO-5321

Tekgration LLC is proud to provide technology solutions to Texas government agencies, higher education, K–12 institutions, and eligible cooperative members through the **Texas Department of Information Resources (DIR) Contract DIR-CPO-5321**. To ensure your request meets DIR contract requirements and can be processed quickly, please follow the steps below:

Step 1 – Request Your DIR-Compliant Quote

- Email sales@tekgration.com with the following details:
 - Your **organization name** and **contact information**
 - **Product(s)** and/or **service(s)** you are requesting
 - Quantities, configurations, or specifications
 - Delivery location(s)
 - Any required timelines or special instructions
- Our sales team will prepare a **DIR contract–compliant quote** that includes:
 - Contract pricing under **DIR-CPO-5321**
 - Applicable freight, services, or installation costs
 - Estimated delivery timeframes

Step 2 – Prepare Your Purchase Order

- When you are ready to proceed, please issue a **Purchase Order (PO)** with the following requirements:
- **Payable To:** Tekgration LLC [Insert company address here if you want it displayed online]
- **Reference:** DIR Contract Number DIR-CPO-5321 (required for all DIR orders)
- **Include:**
 - Tekgration-provided Quote Number
 - Item descriptions and quantities
 - Unit and extended pricing
 - Contact information for your Accounts Payable and receiving department

Step 3 – Submit Your Purchase Order

- Email your **signed Purchase Order** and the **corresponding Tekgration quote** to your designated Tekgration sales representative **OR** sales@tekgration.com if you do not have a direct contact.
 - Our team will confirm receipt, verify compliance with **DIR-CPO-5321**, and begin processing your order.

Why Reference DIR-CPO-5321?

Referencing the DIR contract number ensures:

- You receive pre-negotiated, discounted DIR pricing
- Compliance with Texas DIR procurement requirements
- Faster order processing and approval

✓ Need Assistance?

If you have questions, contact
sales@tekgration.com or call (210)
729-9339