Purchase Requisition

Purchasing / State University of New York at New Paltz

All requests for the purchase of supplies, equipment, and services (including repairs) must be forwarded on this form. Refer to www.newpaltz.edu/purchasing for purchasing procedures.

ALL REQUISITIONS MUST BE LEGIBLE. ILLEGIBLE REQUISITIONS WILL BE RETURNED UNPROCESSED. Forward original signed copy to the Purchasing Dept. Make a copy for your records.

Req. # _____

Date _____

Acct. # _____

Dept. _____

Delivery Point _____
Building *Room #*

ID # _____

SUGGESTED VENDOR(S):

1. _____
_____
_____
_____
Phone # _____
FAX # _____

2. _____
_____
_____
_____
Phone # _____
FAX # _____

3. _____
_____
_____
_____
Phone # _____
FAX # _____

ITEM #	DESCRIPTION (Include vendor catalog or item number. Specify model number, color, size, and other pertinent data.)	QTY.	UNIT	UNIT PRICE	AMOUNT
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
	Shipping charges: _____ Price Quote per: _____ Delivery: _____ days A/R/O Contract: P# _____ Group # _____			TOTAL	$ 0.00

_____ _____
Name of individual ordering items Phone extension

_____
Authorized signature

_____
Authorized signature

PURCHASING DEPARTMENT ONLY

Batch # : _____ Buyer: _____ Input: _____

☐ MSDS Object _____
☐ Bar Code
☐ Recycled

PO CONTRACT # _____