

**SUNY NEW PALTZ
FY 21-22 PURCHASE OR CONTRACT
EXPENDITURE APPROVAL FORM**

Divisional Vice President or designee review and approval is required prior to submitting a purchase or contract request to the purchasing department or utilizing your P-card. Please complete this expenditure approval form and include it with all required documentation which you would normally submit with a purchase requisition (including comparative vendor quotes, justifications, and required approvals) and e-mail the entire submittal to the Purchasing office at purchasing@newpaltz.edu; or, if purchasing using a P-Card, retain with your P-card documentation.

If you have any questions about purchase requisitions submittals, please contact David Farbaniec at farbanid@newpaltz.edu.

If you have any questions about using your P-Card for purchases, please contact Yolanda Howell at howelly@newpaltz.edu.

INFORMATION ABOUT REQUESTOR OF PURCHASE

Date submitted: _____

Requestor Name: _____ Email: _____

Department: _____ Program: _____

INFORMATION ABOUT ITEM REQUESTED FOR PURCHASE

Account Number: _____

Account Name: _____

Cost: _____

Proposed Vendor: _____

Description of purchase:

Reason purchase is essential, urgent and cannot be delayed:

| | | |
|---------------------------------------|---|---|
| Method of purchase: | <input type="checkbox"/> Procurement Card | <input type="checkbox"/> Purchase Requisition |
| Is this request urgent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Is this purchase related to COVID-19? | <input type="checkbox"/> No | <input type="checkbox"/> Yes (please explain below) |

APPROVALS

_ Signature of Department Chair or Director

Date

Signature of Vice President or Designee

Date