## **STATE PURCHASE REQUEST**

**SUNY College of Environmental Science and Forestry** 

INSTRUCTIONS:	• Rememb	<ul> <li>Orders over \$2,500, visit the purchasing website for required documentation to be submitted with request.</li> <li>Remember to allow ample processing time</li> <li>Obtain authorized signature certifying reasonableness and necessity of purchase.</li> <li>Attach documentation of any quotes including those received by Minority/Women owned businesses.</li> </ul>						BUSINESS OFFICE USE ONLY  Requisition #:			
Supplier / Payee:				SHIP TO ADDRESS (If other than ESF Central Receiving)				P.O. #:			
SSN or Vendor ID:			NYS Cor				NYS Contract #:				
Address:				Campus:			NOTE: A	NOTE: Authorized Signature certifies that the			
City:		State:	ZIP:	ZIP: Address:			items are herein allowable, allocable, reasonable				
Phone:		FAX:		City:	State:	ZIP:	and necessa	and necessary.			
Requisitioned By:				Building:			Approved (Print):				
Campus Phone:				Department:			Authorized Signature:	Authorized			
Campus Email:				Room:			Date:				
				mber & Complete			Quantity	Unit	Unit Price	Total	
			(If Hazardous iten	n, Please Indicate Type I	From List On Back)						
Shipping (	charges may no	•	•	pproval of signator	•	_ :	es here.				
FAX Order by Purchasing Office DO NOT FAX Dept will place order						INVOICE	ATTACHED		TOTAL		