SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

PURCHASE REQUISITION

NOT AN ORDER - Requisitions must be legible and complete. Allow ample processing time!

DATE	CONTRACT NUMBER	REQ NUMBER
	GROUP NUMBER	PO NUMBER

Supplier / Payee _____

Social Sec.# or Fed I.D. _____

Address _____

City_____ State _____ Zip Code _____

Contact Name: _____

Phone # _____ Fax # _____

Ship to Address (if other than ESF Central Receiving)

Ship to Name _____

Address_____

City_____ State _____ Zip Code _____

REQUISITIONED BY

REQUISITIONER'S TELEPHONE #

APPROVED BY- PLEASE PRINT

AUTHORIZED SIGNATURE

DELIVERY POINT / SPECIAL INSTRUCTIONS

SPECIAL NOTES TO SUPPLIER:

F.O.B.

END USE

ITEM #	ACCT # CHARGED	**COMPLETE DESCRIPTION** (Model #, Catalog #, Manf #) OF MATERIALS / SERVICE / SPECIFICATIONS (Hazardous Item: Please Indicate Type. See Instructions.)	QUANTITY	UNIT	PRICE	AMOUNT

CHECK ALL APPLICABLE BOXES:

☐ WRITTEN QUOTE ATTACHED

☐ TELEPHONE QUOTE BY:_____

☐ FAX ORDER TO VENDOR BY REQUISITIONER

☐ ORDER TO VENDOR BY PURCHASING

☐ CONTACT REQUISITIONER FOR PHONE IN'S , EXTENSION #_____

TOTAL $

MINORITY BUSINESS: SOLICITED_____ AWARDED_____

WOMAN-OWNED BUSINESS: SOLICITED _____ AWARDED _____