



ADMINISTRATIVE UPDATE

FROM: Connie S. Webb
Vice President for Administration

DATE: 7/19/06 (updated 6/4/08)
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TO: The Campus Community

SUBJECT: Purchase Requisitions

A campus email sent in January 2006 outlined changes in purchasing procedures, including a new form and instructions for state purchase requisitions. The link below will bring you directly to the web page that has the instructions and form. The form can be filled out online, but at this time must be printed, signed and sent in hard copy to the purchasing office. The new system requires that each requisition have a unique number on the form. That number is assigned on the instruction page.

<http://www.esf.edu/business/purchasing1.htm>

The roll out of the NYS Automated Procurement System also requires additional information for processing purchase requisitions. One of the requirements is a vendor's Federal Identification Number (FIN). A Federal ID number must be obtained from all vendors that we are conducting business with, and a vendor should be able to provide it to you when you contact them. The Purchasing department has Federal ID numbers for vendors we have conducted business with in the past, but numbers need to be provided for any new vendors that we are doing business with. All personnel responsible for submitting purchase requests should be sure this number is included on the form for a new vendor before it is sent to Purchasing.

Please contact Purchase Coordinator Lisa Campagna (x6687, lmcampagna@esf.edu) if you have any questions about this.