Please be sure to include:

1. Job Description
2. Account Number

STATE PURCHASE REQUEST

SUNY College of Environmental Science and Forestry

INSTRUCTIONS:

- This Requisition is for Copy Center Printing ONLY
- Use these Account Numbers
  - **Lab Manuals/Readers - 900815-00**
  - **All other Black & White printing - 860815-01**
  - **Color Print Jobs - your appropriate department account**

BUSINESS OFFICE USE ONLY

Requisition # : 202425printing

P.O. # :

NYS Contract # :

Supplier / Payee: SUNY Upstate (Copy Center)	SHIP TO ADDRESS (*If other than ESF Central Receiving*)
SSN or Vendor ID:	
Address: duplicat@upstate.edu	Campus: .
City: State: ZIP:	Address :
Phone: - 315.464.5390 FAX:	City: State: --- ZIP:
Requisitioned By:	Building: .
Campus Phone:	Department: .
Campus Email:	Room:

NOTE: Authorized Signature certifies that the items are herein allowable, allocable, reasonable and necessary.

Approved (Print):

Authorized Signature:

Date:

Account # to be charged	Complete Description- State Business Purpose (Course #; # of Pages in Manual; # of manuals(or) Department, # of Copies, Description)	Quantity	Unit	Unit Price	Total
					$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 may not be paid without the prior approval of signatory. Please include shipping charges here. →

FAX Order by Purchasing Office ☐ **DO NOT FAX** Dept will place order ☐ **Minority Vendor Solicited** ☐ **Women Vendor Solicited** ☐ **INVOICE ATTACHED** ☐

TOTAL $0.00