

STATE PURCHASE REQUEST

SUNY College of Environmental Science and Forestry

INSTRUCTIONS: <ul style="list-style-type: none"> Orders over \$2,500, visit the purchasing website for required documentation to be submitted with request. Remember to allow ample processing time Obtain authorized signature certifying reasonableness and necessity of purchase. Attach documentation of any quotes including those received by Minority/Women owned businesses. 	BUSINESS OFFICE USE ONLY
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Supplier / Payee:		SHIP TO ADDRESS <i>(If other than ESF Central Receiving)</i>		Requisition # :
SSN or Vendor ID:				P.O. # :
Address:		Campus:		NOTE: Authorized Signature certifies that the items are herein allowable, allocable, reasonable and necessary.
City:	State:	ZIP:	Address :	
Phone:	FAX:	City: State: ZIP:		
Requisitioned By:		Building:		
Campus Phone:		Department:		
Campus Email:		Room:		Approved (Print):
				Authorized Signature:
				Date:

Account # to be charged	Catalog Number & Complete Description <small>(If Hazardous item, Please Indicate Type From List On Back)</small>	Quantity	Unit	Unit Price	Total

Shipping charges may not be paid without the prior approval of signatory. Please include shipping charges here.					TOTAL
FAX Order by Purchasing Office <input type="checkbox"/>	DO NOT FAX Dept will place order <input type="checkbox"/>	Minority Vendor Solicited <input type="checkbox"/>	Women Vendor Solicited <input type="checkbox"/>	INVOICE ATTACHED <input type="checkbox"/>	