STATE PURCHASE REQUEST

SUNY College of Environmental Science and Forestry

INSTRUCTIONS:

- 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

Requisition # :

P.O. # :

NYS Contract # :

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

Approved (Print):

Authorized Signature:

Date:

Supplier / Payee:	SHIP TO ADDRESS (*If other than ESF Central Receiving*)
SSN or Vendor ID:	
Address:	Campus: .
City: State: --- ZIP:	Address :
Phone: FAX:	City: State: --- ZIP:
Requisitioned By:	Building: .
Campus Phone:	Department: .
Campus Email:	Room:

Account # to be charged	Catalog Number & Complete Description (If Hazardous item, Please Indicate Type From List On Back)	Quantity	Unit	Unit Price	Total
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
	State Business Purpose (required):				$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