

ESF College Foundation, Inc.

Payment Request Instructions (for payments not requiring a purchase order to a vendor):

- Be sure that all vendor (payee) information is accurately provided. If a check is being mailed, please be sure that the proper remittance address is provided.
- The individual requesting the payment should be listed on the “Requisitioned By” line, and the Fund Administrator (e.g., authorized signatory) should be listed on the “Approved By” line. The appropriate Fund Administrator should also sign the form.
- Include the proper ESF College Foundation account number (e.g., S0999) in the left column and a brief description of the materials or service in the center column. Please be sure the total of the amounts in the right hand column agree with the documentation attached.
- **Please be sure all invoices or other supporting documentation for payment are attached.**
- Submit the form and attachments to **Michelle Coyne, Room 214 Bray Hall.**

Purchase Order Instructions (for a required purchase order to a vendor):

- Be sure that all vendor information is accurate and provided in the box located in the top left-hand section of the form. **Include the phone and fax numbers.**
- Be sure that the campus individual placing the order has provided all information requested in the top right-hand section of the form. This individual will be the one contacted if the College Foundation administrative staff or the vendor has questions regarding the order. **Orders will not be placed without this information.**
- All pertinent information regarding quantity, number of units, item descriptions, price per unit, and total amount should be reflected in the center section designated for this purpose. Estimated shipping or other charges should also be listed along with a grand total of the order.
- The ESF College Foundation account number to be charged should be listed where indicated in the third column of the form.
- Any quotes or estimates should be attached, and the form must be signed and dated by the Fund Administrator (e.g., authorized signatory) on the account.
- Submit the form and attachments to **Michelle Coyne, Room 214 Bray Hall.**
- Upon approval by the Executive Director of the ESF College Foundation, a purchase order number will be assigned and the completed order will be faxed to the vendor. Scanned copies of the completed order will be sent back to the individual who submitted the order and to Receiving (for delivery of products).

Copies of payment requests or purchase orders for equipment or other fixed assets totaling \$5,000 or more will be sent to SUNY-ESF’s Property Control office.

For any questions regarding either the ESF College Foundation payment request form or the purchase order form, please contact Michelle Coyne at x4896 or mcoyne@esf.edu.