Requisition Form

Requisition Number

Office Use Only

Purchase Order No:

Buyer's Initial & Date: Del By:



STATE UNIVERSITY OF NEW

Fiscal Year

Supplier/Payee	Information
Name:	

Name.		Social Security of Federal ID #:	Contract #		Group #:
Address:		City:		State:	Zip:
Supplier Phone:	Fax:	Email:			

Deliver To Information		Payment Information			Department Information		
Attention:		Payment Terms:	Freight:	FOB:	Account # / Project Task Award:	SBF RF	
Department:		Confirming: 🔲 Yes 🔲 No	Paid	FCA Origin	Sponsor: Expenditu	re/Object/GL:	
Building:		Suppliers Notes:			Organization Name (Department):	Zip+4:	
Room #:					Project Director:		
Requisitioner:	Need by Date:				Note: RF Only-Office Supplies Certification: Authorized Signature below also certifies		
Office Phone (XXX) XXX - XXXX	Office Fax (XXX) XXX - XXXX				Scientific or Programmatic use for the project charged.		
()		Payment Requires Dept Approval: Yes No					

Item Information

Item #	Expenditure Type, Catalog # & Complete Description (Including notes & buyer notes)	Quantity	UOM	Unit Price	Total	
Justification / Purpose of Purchase: Grand Total:						
I certify that the purpose of purchase requisition complies with the account restrictions and is consistent with the donor's/sponsor's intent.						
	Authorized Signature	Da	te			
Quotation: Verbal By: Date:						
OGM App	roval:	Term Date:				
Notes/App	Notes/Approvals: Radiation Control Required: Yes No					