Baruch COLLEGE
SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS

OFFICE OF THE DEAN
One Bernard Baruch Way,
Box D-901,
New York, NY 10010-5585
Phone: 646-660-6700
Fax: 646-660-6701

For OOF Use Only	
Approval #	
Approval Date	

PURCHASE ORDER FORM

Please submit Purchase Order form electronically for approval to
SPA.PurchaseOrders@baruch.cuny.edu
The form must be submitted fifteen (15) business days in advance of the event or purchase date. Otherwise, the request will be denied.

Requested By: _____

SPIA Unit: _____

Vendor Name: _____

Vendor Address: _____

Quote/Invoice #: _____

Event Date, *if appropriate:* _____

Quantity	Expense Description	Amount
Total Quantity:		**Total Amount: $**

Unit Director Approval: _____

OOF Approval: _____

REMARKS:
All units are to remit ***original*** invoices ***including signature of acknowledgement*** within five (5) business days of services to render payment. Please plan ahead and keep in mind that any monetary change made after OOF approval is subject to payment and will be charged directly to unit's budget.

Remember we are tax exempt and all invoices should reflect a tax-free charge.