SUNY POLYTECHNIC INSTITUTE

Requisition # _____
Date _____
Account # _____
Sub-Account _____
Object Code _____
Department _____

Purchase Requisition

* All requests for the procurement of supplies, equipment and services (including repairs), regardless of procurement method (P-Card, Purchase Order, S&B Office, etc.) must be submitted on this form.
* Requisitions must be legible, have an Account #, supporting documentation (quote, invoice, etc.) attached and be signed or they will be returned.
* SUNY Purchasing and Contracting Procedure 7553 states "For purchases above $2,500.00 written documentation should be maintained by the campus to support both the selection of the vendor and the reasonableness of the price." If documentation supporting selection of this vendor is not submitted with this form, the Procurement Office will request for additional quotes to comply with SUNY Procedure 7553.
* Use of Preferred Sources, MWBE Vendors and/or New York State Centralized Contracts may exempt the need for additional quotes. Please contact the Procurement Office for more information

Due to requirements of the SUNY Polytechnic Institute Environmental Health and Safety Office, please verify if any items ordered:

* Are Electrical In Nature _____ * Utilize Lasers or Contain and/or Produce Radiation _____ * Require Exhaust and/or Ventilation _____
* Contain and/or Use or Produce Chemicals and/or Gases _____ * Produce and/or Control Noise _____

Suggested Vendor(s)							
1	**Name**	**SFS #**	**Phone**	**Fax**	**M/WBE?**	**SDVOB?**	
	Address						
2	**Name**	**SFS #**	**Phone**	**Fax**	**M/WBE?**	**SDVOB?**	
	Address						
3	**Name**	**SFS #**	**Phone**	**Fax**	**M/WBE?**	**SDVOB?**	
	Address						

UNSPSC Code	**Description** (include vendor catalog or item number, specify model number, color, size and other data).	**QTY**	**Unit**	**Unit Price**	**Total**	**State Contract #**
5602	**SHIPPING**					
	Order Total					

Name of Individual Ordering Items/Phone Extension:	**Authorized Signature:**
Deliver to:	