Baruch COLLEGE

Bernard M. Baruch College Association, Inc.
Baruch College of the City University of New York
55 Lexington Avenue, Box B2-210, New York, NY 10010

PR#:

Purchase Requisition

The requisition shall not be effective unless and until approved by a representative of Bernard M. Baruch College Association, Inc.

Student Organization or College Association Board:	**Requisition Prepared By:** **College Ext./ Phone No.:**
Vendor Name & Mailing Address:	**Deliver To:**
	Special Instructions:
Delivery Date:	

Item#	**Description** (Give Complete Specifications)	Quantity	Unit Price	Total
			TOTAL AMOUNT:	

Vendor

CONDITIONS:

- No change may be made in any of the provisions of this purchase order without a written memorandum of change issued by the Bernard M. Baruch College Association, Inc.
- Submit invoices in *triplicate* to above address.
- Purchase order number must appear on each package and invoice.

NOTICE:

- The Bernard M. Baruch College Association, Inc. is NOT subject to NYS and Local Sales and Use Tax on purchases. NYS Form ST-119.1, Exempt Organization Certification, is available upon request.

Requester

- Prior to placing this order, I have made efforts to obtain the lowest price for these items within delivery requirements, and I have found the attached vendor(s) to offer fair and reasonable conditions. I have obtained three (3) verbal bids for expenditures priced $250.01 - $1,000.00, three (3) written bids for expenditures priced $1,000.01 - $2,500.00, or five (5) written bids for expenditures priced $2,500.01 - $20,000.00. (A written response indicating no desire to bid is acceptable as a bid.)
- I hereby certify that the indicated cost is appropriately chargeable to the above named budget and sufficient funds are available.

Authorized Signature _____ Date _____

Authorized Signature _____ Date _____

Approved by: **FOR OFFICE USE**

for the **Bernard M. Baruch College Association, Inc.**

Account Code: **Amount Encumbered:**

Receiver's Signature:

I hereby certify that the items or services specified above have been received or preformed and that the quantity and quality have been verified.

Date _____