

## MEMORANDUM

Date: September 14, 2009

To: Deans, Directors, and Department Chairs

From: Edward Kane, Director, Institutional Services

Subject: State Funded Purchase Requisitions

In our continued effort to offset dwindling staff resources and reduce printing costs, the Office of Purchasing and Contracts is pleased to announce that the **State** funded Purchase Requisition form is now available via the web. Specifically, the requisition is now in a format that allows the end-user to complete it directly through their PC. Although transmission of the form to the Office must still be done via fax or regular mail, the Purchase Requisition form itself no longer needs to be purchased through Central Office Stores.

Please take this opportunity to familiarize yourself with this new form. It is accessible at <http://www.albany.edu/purchasing/4095.html>.

As a result of this change the preprinted/prenumbered forms sold through Central Stores will be discontinued as soon as the supply is depleted. The Office of Purchasing and Contracts will continue to accept the old preprinted version until the end of the current fiscal year, June 2010, in order to give departments time to utilize existing stock.

Questions regarding the new web-available Purchase Requisition form may be directed to David Roden at 437-4579 or [droden@uamail.albany.edu](mailto:droden@uamail.albany.edu).

**Mail Service**

Business Administration Building  
Room B4  
PH: 518/442-3272 FAX: 518/442-3329

**Equipment Management**

Management Services Center  
Room 302  
PH: 518/437-4596 FAX 518/437-4571

**Purchasing and Contracts**

Management Services Center  
Room 302  
PH: 518/437-4579 FAX: 518/437-4571

**Rapid Copy and Central Stores**

Business Administration Building  
Room B26  
PH: 518/442-3245 FAX 518/442-3329