

PURCHASE ORDER

Orig. Campus Code 28010	Date (MM) (DD) (YY) 09/13/07	Federal Tax Exemption Number	Comptroller's Contract No.	Commodity Group No. 79999 00	Purchase Order No. 12345
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Originating Campus: UNIVERSITY AT ALBANY

P. O. NO. MUST SHOW ON ALL BILLS AND CORRESPONDENCE

Vendor

Mr. Vendor -
8 Sunset Lane
Anytown, New York 12222

PAYEE ID 14-9999999 ZIP 12211

Ship to
STATE UNIVERSITY AT ALBANY
ATTN: End User Guy
PURCHASE ORDER NUMBER -300274
1400 WASHINGTON AVENUE
MSC B88 ;
ALBANY ; NY 12222

Unless Otherwise Indicated, All Prices Are F O B Destination

Discount Terms % Days

Bill to
STATE UNIVERSITY AT ALBANY
ACCOUNTS PAYABLE
PURCHASE ORDER NUMBER -300274
1400 WASHINGTON AVENUE
MSC ROOM 203 PH.518-442-3197
ALBANY NY 12222

Vendor: Direct Questions To
PURCHASING DEPT, 518-437-4579

Item No.	Description of Material/Service	Quantity	Unit	Price	Amount
REF # 1	***** SHIP ATTN OF END USER ***** MAINTENANCE AGREEMENT COPIER SERIAL NUMBER 535655 and 787878 MONTHLY BASE CHARGE, INCLUDES 3000 COLOR IMAGES/MONTH, EXCESS COLOR PRINTS @ \$0.069, B&W PRINTS @ \$0.0129, PERIOD COVERED: 07/01/07 - 06/30/08	12	EA	377.00	4,524 00
REF # 2	ESTIMATED B&W PRINTS QUAN. 10,000 EA. @ .0129	1	EA	129.00	129 00
REF # 3	ESTIMATED COLOR PRINTS QUAN. 80,000 EA. @ 069	1	EA	5520.00	5,520 00
	GRAND TOTAL				10,173 00

SAMPLE

PO/Contract	Line	Act	Amount	Dept.	Cost Center	Var.	Yr.	Object
	MLT	A	10,173 00	28	101018	3R	07	56260

REQUISITION	SUNY ACCOUNT	SUB	OBJECT
	990099	00	5626

PO/Contract	Line	Act	Amount	Dept.	Cost Center	Var.	Yr.	Object

SUNY ACCOUNT	SUB	OBJECT

CAMPUS USE
INITIALED BY MM

[Handwritten Signature]
Authorized Signature