UNIVERSITY AT ALBANY
State University of New York

Institutional Services
Management Services Center 302
Phone 437-4570 / Fax 447-4571

PURCHASE REQUISITION

No. 499773

1) DATE: February 31, 2006

ENCUMBRANCE

2) ACCOUNT	3) CHAR. OBJECT	4) AMOUNT	5) ORDER TYPE	6) IDENTIFY IF APPLICABLE:
120060	5875	$448.43	(X) Supplies and Expense ( ) Equipment ( ) Confirming Order	( ) Radioactive Materials (XX) Radiation-Producing Agent ( ) Laser

7) DATE REQUIRED	8) SPECIAL ATTACHMENTS/DOCUMENTS
April 1, 2006	

ITEM(S)

IMPORTANT: Information must be typed or printed neatly. Instructions for completion are on reverse.

9) DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	UNIT TOTAL
HWT-48 Powe Lawn Mower	1	ea	149.98	149.98
Longfellow Weed Wacker	1	ea	69.95	69.95
1346 Yellow toner - laserjet	1	ea	188.60	188.60
copy paper - white 8 1/2 x 11	10	ea	3.99	39.90

SAMPLE

VENDOR(S)

NINE DIGIT FEDERAL ID# IS REQUIRED

10) FED. ID#	11) FED. ID#	12) FED. ID#
14-878787	15-878787	16-878787
13) NAME AND ADDRESS	**14) NAME AND ADDRESS**	**15) NAME AND ADDRESS**
Vendor One 98 1st Street Anywhere, New York 12222	Vendor Two 97 2nd Street Everywhere, New York 12222	Vendor Three 96 3rd Street Nowhere, New York 12222
16) PHONE 518/555-0001 FAX # 516/555-0004	17) PHONE 518/555-0002 FAX # 516/555-0005	18) PHONE 518/555-0003 FAX # 516/555-0006

19) DELIVER ITEMS TO (NAME/BLDG/ROOM):	20) DEPT. PHONE:	21) AUTHORIZED SIGNATURE (REQUIRED)
Mary End User MSC B76	Ceramics	

PURCHASING

To be completed by the Purchasing Office:

22) PURCHASE ORDER #	23) PO DATE	24) COMMODITY GROUP #	25) STATE CONTRACT	26) CHECK ALL THAT APPLY:	27) BUYER
			P	( ) MBE ( ) WBE ( ) Recycled/Remanufactured	PURREQST QXD 10/97

RETURN REQUISITION TO

KEEP PINK COPY FOR YOUR FILES

28) Name Mary End User 29) Department Ceramics 30) Bldg/Room MSC B76