



Purchase Request

Finance and Business Services

Phone: 212-237-8544

Fax: 212-237-8922

E-mail: businessoffice@jjay.cuny.edu

Requisition Number

Vendor Name: Vendor Contact:

Dept /Account # Dept. Name: Amount:

Dept /Account # Dept. Name: Amount:

Dept /Account # Dept. Name: Amount:

Total:

Purchase Description and Justification Be sure to include: Description -- Quote # -- Date -- State Contract # -- Period

Is this a change order for an existing PO? Yes No If yes, enter PO#

Competing Bids or Sole Source Justification (if required) Yes No N/A

Signed Bid Summary Sheet (if required) Yes No N/A

Approved and signed contracts (if required) Yes No N/A

Copy of Insurance Certificate Yes No N/A
Required for all vendors who come on campus

Is this purchase budgeted? Yes No

If no, how will this be funded?

Delivery Location

Delivery Comment:

Requestor Name Date

Departmental Signature Date

FINANCE AND BUSINESS SERVICES:

Copy of Insurance Certificate: Budget Confirmed

Reviewed by:

Date

Notes

Finance and Business Services Signature Date

Vice President Signature Date