



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:
Vendor Name & Mailing Address:	College Ext./ Phone No.:
Delivery Date:	Deliver To:
	Special Instructions:

Item#	Description (Give Complete Specifications)	Quantity	Unit Price	Total

TOTAL AMOUNT:

Vendor	Requester
<p>CONDITIONS:</p> <ul style="list-style-type: none"> 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 <i>triplicate</i> to above address. Purchase order number must appear on each package and invoice. <p>NOTICE:</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 attached a statement of three (3) price quotes for items which exceed \$250, or, five (5) written bids for items which equal or exceed \$2,500.01. (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. <p>_____ Authorized Signature Date</p> <p>_____ Authorized Signature Date</p>

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