

How to Use the Payment Request Form:

PAYMENT REQUEST FORM Page 1 Page 2

Sponsored Program Operations Purchasing Services Office, Bishop Hall, Room 28, Phone: 716.878.4144, Fax: 716.878.4039

[Attachments](#) [Check Status](#)

SUNY RF **BUFFALO STATE**
The Research Foundation for The State University of New York

PO Number: **Partial Payment** **\$100.00**
 Final Payment

Supplier:

Description:

Special Instructions:

Preparer: Forwarded

Name: **Email:** **Phone:**

Project Director: Same as the Preparer Approved Corrections Required

The charges represented on this invoice appear to be appropriate for the services/products received.

Name: **Email:** **Signature:**

Comments:

Paymaster: Approved Corrections Required

Name: **Email:** **Signature:**

Comments:

03-PA Page 1 of 2 Version 4.3

Enter the PO number and then click any other field on the form. If the PO number is valid, the form will display the supplier name on this page.

Choose Partial or Final Payment for this supplier on this PO.

Enter the required information on Page 2

Fill in the Preparer and Project Director information just like you do on the Purchase Requisition Form, and then Forward or Approve it. Your payment will be applied against the PO you requested.

