

Purchase Requisition Form & Direct Payment Voucher: What's New?

This is now a multi-use form. Instead of having two separate forms, the Purchase Requisition Form and Direct Payment Voucher are combined into one form. Simply select the function from the list.

Supplier information is now searchable, and supplier details can be filled in automatically.

For Direct Payment Vouchers, RF Employees are no longer required to enter address information. Just select the "RF Employee" checkbox, since we already have your address on file.

Context aware help is available by clicking any blue button labeled with a question mark.

The screenshot shows the 'PURCHASE REQUISITION FORM' interface. At the top, there are navigation tabs for 'Page 1', 'Page 2', 'Page 3', 'Page 4', and 'Notes'. Below the title, it says 'Sponsored Program Operations Purchasing Services Office, Bishop Hall, Room 28, Phone: 716.878.4144, Fax: 716.878.4039'. There are two buttons: 'Attachments' and 'Check Status', both with question mark icons. The 'Document ID:' field is empty. Logos for 'SUNY RF' and 'BUFFALO STATE' are visible. The 'Form Type:' section has two options: 'Purchase Requisition' (checked) and 'Direct Payment Voucher'. The 'Supplier Information:' section includes 'Search Supplier' and 'Clear Supplier' buttons, and an 'RF Employee' checkbox. Below this is a table with fields for 'Legal Name', 'Address (1-3)', 'City', 'State', 'Country', 'Zip Code', 'Phone #', and 'Fax #'. The 'Special Instructions:' section is a large text area. The 'Internal Delivery Point / Ship To Address:' section is another text area. At the bottom, it says '02-PO', 'Page 1 of 5', and 'Version 4.3'. Red arrows point from the text on the left to various elements in the form: the 'Form Type' section, the 'Search Supplier' and 'Clear Supplier' buttons, the 'RF Employee' checkbox, and the question mark icons on the 'Attachments', 'Check Status', and 'Special Instructions' sections.

PURCHASE REQUISITION FORM Page 1 Page 2 Page 3 Page 4 Notes

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

Attachments ? Check Status ? Document ID:

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

Form Type:
 Purchase Requisition ?
 Direct Payment Voucher ?

Supplier Information: 24282
Search Supplier Clear Supplier RF Employee ?

Legal Name:	Sarah Projetto ?			Email:		
Address (1):	180 John Glenn Drive		Address (2):			
Address (3):			City:	Amherst		
State:	NY	Country:	US	Zip Code:	14228-2292 ?	
Phone #:	716 691-6100		Fax #:	716 691-0074		

Special Instructions: ?

Internal Delivery Point / Ship To Address: ?

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PURCHASE REQUISITION FORM

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

Attachments ?

Check Status ?



Preparer: Forwarded

Name: Peter Preparro Email: preparro@buffalostate.edu Phone: 878-6700

Project Director: Same as the Preparer Approved Corrections Required

Name: Sarah Projetto Email: projetto@buffalostate.edu Signature

Comments:

Is this a payment to the Project Director? If yes, you must check this box (supervisor signature is required): Yes

Supervisor (Required): Approved Corrections Required

Name: Robert Supervio Email: supervio@buffalostate.edu Signature

Comments:

I certify all goods/services have been received Signature

Grants Administration: Approved Corrections Required

Name: Email: rfgrantsmgt@buffalostate.edu Signature

Comments:

Yes No

Fiscal Designee: Approved Corrections Required

Name: Email: rfpurchforms@buffalostate.edu Signature

Comments:

Paymaster: PO Sent Approved Corrections Required

Name: Email: rfpurchproc@buffalostate.edu Signature

Comments:

The Check Status button gives simplified information about your form's progress in the workflow.

Any payments made to a Project Director MUST be approved by their supervisor. Check the Supervisor checkbox, and enter the supervisor's name and email address.



FOR YOUR INFORMATION

PURCHASE REQUISITION FORM for **Eaton Office Supply Company Incorporated** in the amount of **\$253.12** has been forwarded to **Sarah Progetto** for review.

[You can click this link to open the form.](#)

You will receive email updates throughout the workflow process to keep you updated on this form's progress. For questions about this form, please contact the Sponsored Program Operations Purchasing Services Office at (716) 878-4144.

Thank you.

Tracking No: 100598

Color coded Email Headers show you if you need to take action on a form, or if the email you received about a form is for information only.



ACTION REQUIRED

Sarah Progetto,

A new **PURCHASE REQUISITION FORM** for **Eaton Office Supply Company Incorporated** in the amount of **\$253.12** is ready for your review.

[Please click this link to open the form.](#)

If you have questions or concerns about the contents of this form, please contact the form preparer. For other questions about this form, please contact the Sponsored Program Operations Purchasing Services Office at (716) 878-4144.

Thank you.

Tracking No: 100598