

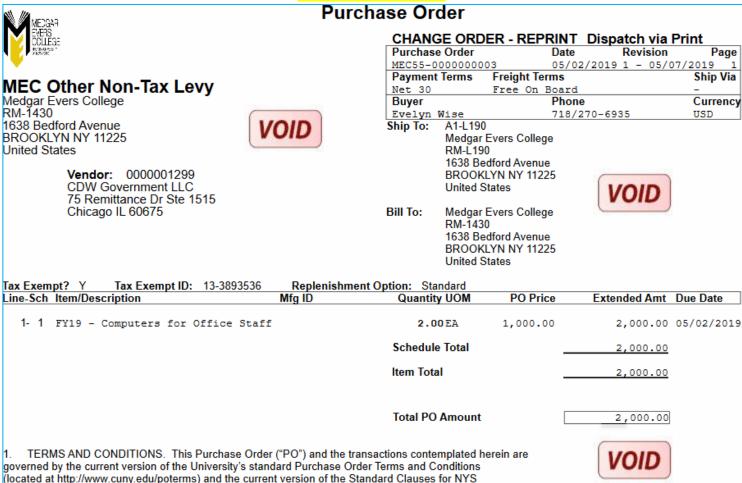


Purchase Orders

BUSINESS OBJECTIVE: The Procurement Department also known as Purchasing Office finalizes purchase orders thru an extensive due diligence and compliance process. The Procurement Department is the only university authority that will send a fully executed Purchase Order to the vendor and shall copy the requestor.

NOTE: Requestor or department personnel *must not* provide vendor with Purchaser Order number prior to the receipt of a fully executed Purchase Order from their Procurement Department.





contracts ("Appendix A") (located at https://www.ogs.ny.gov/about/appendixa.asp), which are