

**PURCHASE ORDER FORM**

Please submit Purchase Order form electronically for approval to

[MSPIA.PurchaseOrders@baruch.cuny.edu](mailto:MSPIA.PurchaseOrders@baruch.cuny.edu)

The form must be submitted with **three (3) quotes** at least **ten (10) weeks** in advance of the event or purchase date. Otherwise, the request will be delayed or denied.

Requestor: \_\_\_\_\_

MSPIA Unit: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Quote/Invoice #: \_\_\_\_\_

Event Date, if appropriate: \_\_\_\_\_

Quantity	Expense Description	Amount
<b>Total Quantity:</b>		<b>Total Amount: \$</b>

Unit Director Approval: \_\_\_\_\_

OFA Approval: \_\_\_\_\_

**REMARKS:**  
All units are to remit original invoices, including supporting documentation and signature of acknowledgement within five (5) business days from receiving goods and services to process payment. Please plan ahead and keep in mind that any monetary change to the approved PO, will restart the requisition process and delay payment.

***Remember we are tax exempt and all invoices should reflect a tax-free charge.***

For OFA Use Only	
DMS	<input type="radio"/>
NDDP	<input type="radio"/>
NDIP	<input type="radio"/>
AAP	<input type="radio"/>
EMPA	<input type="radio"/>
TL	<input type="radio"/>
BCF	<input type="radio"/>
RF	<input type="radio"/>