

Updated: June 26, 2019

College Guidelines for Purchase Order Submission

Purchase Order Form must be submitted for approval at least ten (10) weeks in advance of the event or the purchase date.

MSPIA is not responsible for processing any payments for orders without an assigned and approved PO number.

Submitting a Purchase Requisition and Supporting Documentation

- The [Purchase Order Form](#) must be submitted along with the official quote from the vendor, event flyer & RSVP list (if applicable), to mspia.purchaseorders@baruch.cuny.edu
- For the items under \$5,000, the State of New York requires **three** quotes from different vendors.
- For the items over \$5,000, the State of New York requires **five** quotes from different vendors.

What to Expect After Submission

- You will receive an email from the Purchase Orders designated email regarding approval/denial of the purchasing request.
- Once the PO has been issued to the vendor, the item will be delivered to the Baruch College Receiving & Stores and then delivered to your department.
- Once received, it is required to submit the original signed invoice, packing slip and the item sample (if applicable) to process vendor payment.

Important Information

- **The orders cannot be placed without an assigned PO number.**
- Purchasing Department is the only entity authorized by the State of New York to place orders. This includes meals and all contractual services.
- Once the PO is approved, changing the original amount will restart the requisition process and delay payment.
- **Note:** Requestor is fully responsible for any invoices that do not follow the above-mentioned process and deadlines. No payment will be made to the vendor.

If you have questions, please email MSPIA.PurchaseOrders@baruch.cuny.edu