



University at Buffalo

The State University of New York

Procurement Services – Purchasing - Fast Track Processing



**STATE SPEED ORDER SYSTEM
DEPARTMENTAL AUTHORIZATION FORM
State Speed Orders not to exceed \$1500.00**

I hereby authorize the following employee(s) in my department to sign and issue Speed Orders.
No more than two employees should be authorized per department.

I acknowledge that the following personnel will follow all of the rules and regulations of this system, and will complete the mandatory training session. I am an authorized signatory for the below accounts.

1) _____
(Employee typed name) (Title) (Employee signature)
Email: _____

2) _____
(Employee typed name) (Title) (Employee signature)
Email: _____

I am also authorizing Procurement Services to send additional blank Speed Order forms as requested, using Campus Mail, to the following departmental personnel at the address listed below:

Name: _____
Email: _____ Phone: _____

APPROVED: _____
(Department Head Signature) (Date)

(Dept. Head typed name and Title)
Email: _____

Dept: _____

Address: _____

Phone: _____

State Account(s): _____

Mail or fax this form to: Purchasing, 224 Crofts Hall, Amherst Campus. Fax: 645-2687
This form supersedes all previous notifications

224 Crofts Hall, Buffalo, NY 14260-7013
Tel: (716) 645-2676 Fax: (716) 645-2687 Web: <http://ubbusiness.buffalo.edu>