

# ENDOWED LIBRARY UNITS PURCHASE REQUEST FORM

**TO: Library Accounting Services**  
**234 Olin Library**

LIBRARY ADMINISTRATIVE USE ONLY
REQUISITION NUMBER: _____

**NOTE:** PROCUREMENT CARD CAN BE USED FOR *MOST* PURCHASES UNDER \$500  
 (PLEASE CONTACT LIBRARY ACCOUNTING SERVICES FOR DETAILS)

<b>REQUESTED BY:</b> Date Requested: <u>3/30/2010</u> Contact Person: <u>Jinhee Roper</u> Phone No: <u>255-9897</u> Department: <u>DLIT</u>	<b>REQUESTING SPECIAL PROCESSING</b> <i>(please check if applicable)</i> Dept. will pick up _____ Prepayment required _____ Confirming order _____ Please FAX order <b>YES</b> Vendor FAX Number <u>518-486-6867</u>
<b>DELIVER TO:</b> Room No. & Bldg.: _____ Special Instructions: _____	

<b>MENDOR INFORMATION:</b> Name: <u>New York State Office Of General Services</u> Complete Address: <u>Procurement Services Group</u> <u>Corning Tower Building</u> <u>Empire State Plaza</u> <u>Albany, New York 12242</u> Contact Name & Phone No. <u>Melissa Gretten, 518-473-2010</u>	<b>IF REQUIRED, Please attach:</b> a) University approved bid information (\$10000 & over) b) sole source justification (\$10000 & over) c) copy of quote or invoice d) copy of contract e) vendor order form
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*DESCRIPTION OF MATERIALS REQUESTED:					
Cat #	Page #	Description (name, model, color, dimensions)	Quantity	Unit Price	Total Cost
		<b>E-QUOTE #: 1008246200358</b>			
		Optiplex 760 Energy Star Desktop	2	531.00	\$1,062.00
		Dell software	2	5.00	\$10.00

<b>INVENTORY INFORMATION (required for University Capital Asset Reporting)</b>	Material Cost _____
User Name: _____	Installation Cost _____
Room No. & Bldg: _____	Shipping/Handling _____
	<b>TOTAL COST</b> <u>\$1,072.00</u>

(\* ) If you need more lines, use another form and complete material section only and staple to 1st page.

Account Number to Charge: <u>L85-3712-6685, \$942</u> <u>L69-4705-6680, \$130</u>	
<b>PURCHASE AUTHORIZATION SIGNATURES:</b>	
_____ (Department Head)	_____ 3/30/2010 (Date)
_____ (Director, Finance & Administration)	_____ (Date)