THE RESEARCH FOUNDATION
*The State University of New York*

Use Award Number and start with 01

| Req. # | Purchase Requisition | Requisition Date |
|---|---|---|
| 55555-01 | | 10/7/2024 |

Supplier Amazon  Address www.amazon.com

City Enter city if available  State if available  Zip Code if available  Social Sec # or Fed ID # _____

Phone # if available  Fax # _____

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| **Ship to Address**<br>SUNY Canton, 34 Cornell Drive, Canton, NY 13617 | Payment Terms: _____<br>Freight ___ Due ___ Paid<br>Carrier _____<br>FOB __ Destination __ FCA __ Origin | 5555555 / 1 / 55555<br>Project / Task / Award |
| Organization Name (Department)<br>MAC 616 | | SUP<br>Expenditure Type |
| Building / Room Number | Supplier Notes: | 360-VP Academic Affairs<br>Organization Name (Department) |
| Attention<br>Becky Blackmon<br>Need by Date: _____ | | Requisitioner / Telephone # |
| | Confirming (Yes/No) _____ | Authorized Signature / Date |

| Type | Item Category | Item Catalog # & Complete Description (including notes & buyer notes) | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|---|
| SUP | Item #555ABC | Textbook (details) | 20 | | $ 19.99 | $ 399.80 |
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Quotation: ___ Written ___ Verbal  By  Date  Total: $ 399.80