

PURCHASE REQUISITION FORM RF-208

Research Foundation, CUNY (RFCUNY) policy number 501-D requires that other-than-personal-service expenditures of \$5,000 and up, regardless of purpose, must have a requisition associated with it. Form RF-208 captures the information necessary to create an encumbrance and satisfy the requirements of 501-D.

This form is meant to replace the paper version of RF-208. There is no need to print and scan this form. The only documents you may have to scan are the backup documents for the purchase (i.e. quotes, contracts, etc.), however, many companies send this information electronically.

This is not an order form and should not be used in the same manner as the *Under \$5,000 Small Order Form*. If you need to complete a purchase under \$5,000 and you cannot simply get an invoice to submit for payment, please send a message to PO@rfcuny.org and someone will help you.

Directions

1. Fill in the appropriate fields. Failure to include appropriate information could result in delays in processing.
2. At a minimum, there should be one PRSY/Account number for any expenditure and one certification from the project director/principle investigator (PI).
 - a. The person making this certification should be one of the authorized users of the PRSY/account.
 - b. If the expenditure will require more PRSY's than are covered under this form, please contact PO@rfcuny.org and someone will help you prepare the requisition request.
3. At a minimum, item one should be completed. The form is set up to auto-calculate totals by line and overall.
 - a. If the requisition is for a lease or other non-goods/equipment expenditure, set the "Quantity" to "1" and enter the full price in the "Unit Price" section.
 - b. If the quote for goods or equipment is for more than the number of items allowed in the form, just put "See Attached Quote" and follow 3.a above.
4. Once the form is filled out, email the form and any supporting documents to PO@rfcuny.org. Please put a brief description of what the expenditure is for in the subject line.
5. There will be an automatic reply email sent back. This is your receipt that the requisition was sent and received by RFCUNY.
 - a. These items will not be tracked in the old "Document Tracking" system on rfcuny.org.
 - b. Questions about the status of the requisition should be sent to PO@rfcuny.org.

PURCHASE REQUISITION FORM RF-208

Complete this form with the appropriate sections and check off the account certifications. Completed forms should be emailed with supporting documentation to PO@rfcuny.org

Vendor		Deliver to	
Name		Name	
Address		Address	
City		City	
State		State	
Postal Code	Country	Postal Code	
Email Address		Phone Number	
Contact Name		Email Address	

(RF Use) Vendor ID

If invoices are to be sent to a separate address, enter it in the "Comments" section below.

Important

1. For equipment items with a unit cost of \$5,000 or more, an Equipment Screening Certificate signed by an authorized college official must accompany this requisition.
 2. Attach 3 written bids and/or justification for vendor selection if total cost exceeds \$15,000/\$25,000 (see RFCUNY website).
Sole vendor (Attach supporting documentation) State or City Contract #
- Check here for orders containing chemical substances. Material Safety Data Sheets will be requested from the vendor selected.

PRSY Account Numbers and Breakdown

1. PRSY	[][][][][] - [][] - [][]	Object	Amount	\$
2. PRSY	[][][][][] - [][] - [][]	Object	Amount	\$
3. PRSY	[][][][][] - [][] - [][]	Object	Amount	\$
4. PRSY	[][][][][] - [][] - [][]	Object	Amount	\$
5. PRSY	[][][][][] - [][] - [][]	Object	Amount	\$

If utilizing more than one account for this purchase requisition, please include authorizations from the appropriate persons for each account. Add additional certifications if required.

Item	Description	Quantity	Unit Price	Discount	Cost

Total for this requisition

Certification for Account 1	Project Director	Phone	Email Address	Date
Certified				

By checking the box above, I am certifying that I am the above referenced Project Director and that I am authorizing the expenditure of funds for above referenced Account, in amounts stated herein. I further certify that I have complied with any procurement requirements associated with the grant funds for this Account and that the prices are fair and reasonable to the best of my knowledge	Comments or Special Instructions
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This is not an order form and should only be used to create an encumbrance or purchase order.

If utilizing more than one account for this purchase requisition, please include authorizations from the appropriate persons for each account. Add additional certifications if required.

Certification for Account 2 Certified	Project Director	Phone	Email Address	Date
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Comments or Special Instructions

By checking the box above, I am certifying that I am the above referenced Project Director and that I am authorizing the expenditure of funds for above referenced Account, in amounts stated herein. I further certify that I have complied with any procurement requirements associated with the grant funds for this Account and that the prices are fair and reasonable to the best of my knowledge

Certification for Account 3 Certified	Project Director	Phone	Email Address	Date
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Comments or Special Instructions

By checking the box above, I am certifying that I am the above referenced Project Director and that I am authorizing the expenditure of funds for above referenced Account, in amounts stated herein. I further certify that I have complied with any procurement requirements associated with the grant funds for this Account and that the prices are fair and reasonable to the best of my knowledge

Certification for Account 4 Certified	Project Director	Phone	Email Address	Date
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Comments or Special Instructions

By checking the box above, I am certifying that I am the above referenced Project Director and that I am authorizing the expenditure of funds for above referenced Account, in amounts stated herein. I further certify that I have complied with any procurement requirements associated with the grant funds for this Account and that the prices are fair and reasonable to the best of my knowledge

Certification for Account 5 Certified	Project Director	Phone	Email Address	Date
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Comments or Special Instructions

By checking the box above, I am certifying that I am the above referenced Project Director and that I am authorizing the expenditure of funds for above referenced Account, in amounts stated herein. I further certify that I have complied with any procurement requirements associated with the grant funds for this Account and that the prices are fair and reasonable to the best of my knowledge