

NEW YORK INSTITUTE OF TECHNOLOGY

REQUEST FOR PURCHASE BY CREDIT CARD

Please complete this form and submit to the Purchasing Department at nyitprocurement@nyit.edu

PLEASE PROVIDE 48 HOURS ADVANCE NOTICE FOR ORDERS

NOTE: Confirm availability of monies in your budget prior to submitting this form; Purchasing cannot place orders if no budget dollar are available.

Date of Request: _____

Vendor Name: _____ Vendor Contact: _____

Vendor Phone #: _____ Vendor Email Address: _____

If ordering via the internet, please attach a screen shot of the web page and a link to the site.

Requestor: _____ Department: _____

Phone Number: _____ Email Address: _____

SHIP TO LOCATION:

Building: _____ Room # _____ Campus (circle one): NY or OW

Contact Person: _____ Phone #: _____

ACOUNT NUMBER (required):

Category: _____ Activity Code: _____ Object Code: _____

Are Grant Funds Being Used For This Purchase? (circle one): YES or NO

COST:

\$ _____ Shipping: \$ _____ Total Cost: \$ _____

Contract? (circle one) YES or NO *If Yes, please attach*

Provide a brief description of what is being ordered:

NOTE: The Provost must approve (in advance) all requests for travel (airfare, hotel, car service) for Deans

Approver's Signature: _____ Date: _____

Requester's Signature: _____ Date: _____

******This Form Must Be Signed By The Authorized Approver to Be Processed******

****BELOW TO BE COMPLETED BY THE PURCHASING DEPARTMENT****

Vendor (if different from above): _____

Actual Cost: _____ Date Processed: _____

Signature: _____