

Purchase Orders

BUSINESS OBJECTIVE: The Procurement Department also known as Purchasing Office finalizes purchase orders thru an extensive due diligence and compliance process. The Procurement Department is the only university authority that will send a fully executed Purchase Order to the vendor and shall copy the requestor.

NOTE: Requestor or department personnel **must not** provide vendor with Purchaser Order number prior to the receipt of a fully executed Purchase Order from their Procurement Department.

SAMPLE PURCHASE ORDER:



MEC Other Non-Tax Levy
Medgar Evers College
RM-1430
1638 Bedford Avenue
BROOKLYN NY 11225
United States

Vendor: 0000001299
CDW Government LLC
75 Remittance Dr Ste 1515
Chicago IL 60675

Purchase Order

CHANGE ORDER - REPRINT Dispatch via Print

Purchase Order	Date	Revision	Page
MEC55-0000000003	05/02/2019	1 - 05/07/2019	1
Payment Terms	Freight Terms	Ship Via	
Net 30	Free On Board	-	
Buyer	Phone	Currency	
Evelyn Wise	718/270-6935	USD	

Ship To: A1-L190
Medgar Evers College
RM-L190
1638 Bedford Avenue
BROOKLYN NY 11225
United States

Bill To: Medgar Evers College
RM-1430
1638 Bedford Avenue
BROOKLYN NY 11225
United States

VOID

Tax Exempt? Y Tax Exempt ID: 13-3893536 Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	FY19 - Computers for Office Staff		2.00	EA	1,000.00	2,000.00	05/02/2019
Schedule Total						2,000.00	
Item Total						2,000.00	
Total PO Amount						2,000.00	

1. TERMS AND CONDITIONS. This Purchase Order ("PO") and the transactions contemplated herein are governed by the current version of the University's standard Purchase Order Terms and Conditions (located at <http://www.cuny.edu/potermis>) and the current version of the Standard Clauses for NYS contracts ("Appendix A") (located at <https://www.oas.ny.gov/about/appendixa.asp>), which are

VOID