



1420 Boylan Hall • 2900 Bedford Avenue • Brooklyn, NY 11210  
 Phone: 718.951.5133 Fax: 718.951.4870 Email: purchasing@brooklyn.cuny.edu  
 Effective Date: August 14, 2017

Department Name	Account Number	Refer Questions To:	Telephone Number	Date:
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**Delivery Information:**

Department Name	ATTN:	Building	Room Number	Requested Delivery Date:
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**Vendor Information:**

Vendor Name	Address (City, State, Zip Code)	Telephone Number	ATTN:
		Fax Number	

#	Item #	Description	Qty.	Unit	Unit Price	Amount
1						
2						
3						
4						
5						

Shipping and Handling:  
(If applicable.)

Authorized Signature:

Total	<input style="width: 100px; height: 30px;" type="text"/>
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**Special Instructions/Department Tracking/Comments:**

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**For the Office of Purchasing use only. Do not write below this line.**

Brooklyn College Requisition Number			Purchase Order Number		Federal ID Number	
Dept	Cost Center	Variable	Fiscal Year	State Object	FAS Optional Coding	Bid Date and Time