

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 107
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: July 2011
TITLE: Requisition Processing Splitting Research, University Advancement & State Funds		REVISION DATE: January 2016

I. Purpose

The purpose of this guideline is to define a procedure submitting a requisition with split funds.

II. Procedure

Requisitions should contain the following information:

1. All items listed in Policies 102 & 103.
2. State account number and any other account number that will be used and what agency it is coming from with monetary breakdown.
3. Directions as to whether the other agency's purchase order will be sent with the State's purchase order or if we are to forward the State's purchase order.

NOTE: If any State funds are used in combination with Research and/or University Advancement funds, the rules that govern SUNY or the Office of the State Comptroller take precedence. Any equipment with any State funds will become property of the State, even if only \$1 was State funds.