

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 112
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: January 2014
TITLE: Requisition Processing Conference Registration		REVISION DATE: January 2016

I. Purpose

The purpose of this guideline is to define a procedure for submitting a requisition for a conference registration.

II. Procedure

Registrations for conferences can be paid for with your State issued procurement card. When a department cannot use their procurement card, fees need to be paid with a requisition. Departments need to complete registration forms and send to the vendor noting that purchase order (preferred method) or "Check to Follow". Completed forms must be sent to the Purchasing Department with the requisition.

Travel authorizations for the conferences should be sent to the Accounting Department.

Request for vehicles should be sent to University Services.