SUNY at Stony Brook — MATERIAL AND SERVICE REQUISITION/VOUCHER

DEPARTMENT:	ACCOUNT DIRECTOR:	INVOICE #: Service Unit
ACCOUNT DIRECTOR'S ADDRESS:		INVOICE DATE: Service Unit
REQUESTOR'S NAME:	TELEPHONE NO.	DELIVERY ADDRESS:

INSTRUCTIONS

Enter all information requested (Including Charge Account information) and obtain signatures of authorized official or project director. The approval of the authorized signatory means that State and Research Foundation accounts will be charges on the basis of this completed form.

All Users - Send **all copies** directly to the Service Unit. A copy will be returned to the department/project director after completion of work.

Service Units - Enter actual cost after work or service is finished, complete summary of charges and forward to the appropriate Business Office. Requisitions for charges to Research awards must be forwarded to OGM for approval of the expenditure. OGM will forward approved requisitions to Accounting for payment.

Materials or Services Requested and Special Instructions	References or Category Number	Quant.	Est. Price (Paid with MSR)	Est. Price (Paid with Check)	(Estimated) Total	Total (To be competed by Service Unit)
Campus Agreement Software						
Office 2007 Enterprise			$9.50	-		
Office 2008 for Mac			$9.50	-		
Work-At-Home Software						
Office 2007 Enterprise			$11.00	$12.00		
Office 2008 for Mac			$11.00	$12.00		
					INVOICE AMOUNT ►	

APPROVAL OF ACCOUNT DIRECTOR	GRANTS MANAGEMENT OFFICE	SERVICE UNIT APPROVAL
_____ _____ Authorized Signature Date The approval of the authorized signatory means that State & Research Foundation accounts will be charged on the basis of this completed form.	Sponsor: _____ Grant termination date: _____ Approval OGM _____ Research Foundation only:	_____

Department complete

SUMMARY OF CHARGES & CREDITS (DISTRIBUTION				Research Foundation Account Information				
		State Acct Number	Expend. Code	Project	Task	Award	Organization	Dr. Amount
CHARGE	►							
Service Unit Complete								
		State Acct Number	Expend. Code	Project	Task	Award	Organization	Cr. Amount
CREDIT	►	900842-00						