

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: II:02:01

Date: October 2008

**Subject: Purchase Orders
(Procurement Services Department)**

New York State procurement rules and regulations require that a state purchase order be prepared prior to the delivery of goods or services. The Procurement Office will not process for payment any invoice for goods or services without an official purchase order already on file. Payment for goods or services delivered before a purchase order is issued may be the responsibility of the employee who placed the order with the vendor.

If the New York State Comptroller's Office finds that the college is not adhering to the New York State procurement rules and regulations, the college may be subject to reduced procurement flexibility. In this case, fiscal controls would in turn be placed on offending departments.

Questions about ordering goods and services should be directed to the Procurement Office.