

SUNY Potsdam
On-Line Ordering Form Set-up

Department: _____

Account Number(s): _____

Department Designee: _____

Department Designee Email: _____

Department Head: _____

Department Head Email: _____

Building: _____

Room: _____

Phone Number: _____

Complete and Return To:
Purchasing and Payables
4th Floor Raymond Hall
Or
Fax to 267-3111

Office Use

Setup

ICOM _____

Staples _____

Sullivans Ofc Supply _____