

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 112
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		ORIGINAL: January 2003 LAST REVISED: December 2019 REVISION DATE: May 2022
TITLE: Requisition Processing Conference Registration		

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 via FredMart. Departments need to complete registration forms and send to the vendor noting that purchase order will follow. Completed forms must be attached to the FredMart requisition via comments. All requisitions must have a commodity code of 86101710.

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

Request for vehicles should be sent to Facilities Services when traveling with five or more persons up to twelve people.