



Prepare to Procure

January 6, 2012

RIT Procurement Services

475-2107

[http://finweb.rit.edu/purchasing/
purchase@rit.edu](http://finweb.rit.edu/purchasing/purchase@rit.edu)

Procurement Forms

When you need to obtain a procurement related form, you may access it on the Procurement Services Office ("PSO") web page at: <http://finweb.rit.edu/purchasing/forms.html>.

The PSO is continually reviewing and updating our processes and procedures to better serve our customers. Process changes and customer feedback often result in revisions to our forms. To ensure that you're always using the latest version of a form, please don't save forms on your computer or print blank copies for future use. The most up to date version of all forms will always be available on the PSO website.

If you have any questions or concerns about PSO's forms, contact Becky Kiely, Senior Staff Specialist, at becky.kiely@rit.edu or 475-2107.

