



Prepare to Procure

March 30, 2015

RIT Procurement Services

475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

Paperless Purchase Orders

With your help, the Procurement Services Office (PSO) has successfully transitioned to paperless requisition processing through use of the attachment features in Oracle. Now, to save both time and paper, we would like to take this process improvement one step further by sending purchase orders to suppliers via email whenever possible. We are again asking for your assistance. If you have an email contact for a supplier, please provide the information in the “Notes to Buyer” section – this will help us to save time, paper and postage! If the supplier does not require a copy of the purchase order, please let us know (i.e., update the “Notes to Buyer”).

If the method of delivery is not specified in the requisition, PSO staff will print the purchase order, place it in an envelope, apply postage and mail via the United States Post Office for delivery to the address as it appears on the PO. Whew, that’s a lot of needless steps if the supplier will accept the purchase order electronically.

If you have any questions about this information, please contact Sherry Lupo, Sr. Procurement Assistant at ext. 5-2107 (salpur@rit.edu)

