



University at Buffalo
341 Student Union
Buffalo, NY 14260

Tel: (716) 645-2954
Fax: (716) 645-2674
Web: sbi.buffalo.edu

SBA Requisition Request

The Student Organization is requesting SBI to enter a requisition for the following purchase:

Name of Individual: _____

Email Address of Individual: _____

Club/Activity: _____

Account Number: _____

Vendor Name: _____

Vendor:

Address _____

Street _____

City _____

State _____

Zip Code _____

Detailed description of event, goods and/or services being purchased:

Event Date: _____

Event Location: _____

Quantity of Goods or Services: _____

Estimated Cost: _____

Fundraising Expense (Yes/No) _____

Is this purchase an Advance (Yes/No) _____

(Advance checks must be picked up at SBI)

Please email this form to: **sbareq@buffalo.edu**