

# Crosswalk / RF Purchasing

**Please enter the Business Purpose on the Comment / Business Purpose Tab**

FORMATTA	BENGAL BUY <a href="#">Click this link</a> PDF templates available on SPO Website
<b>Direct Payment Voucher</b>	<b>Special Request Form</b> (invoice or receipt / goods or services have been received)
<b>Purchase Requisition</b> (with an open encumbrance, ex: contractor with multiple payments)	<b>Standing Order Form</b> (encumbrance for lump sum / extended period of time / partial payments)
<b>Purchase Requisition</b> (itemized order with multiple line items)	<b>Punchout (where available) or Non-Catalog Item</b> (itemized orders ie supplies / closed once goods are received)
<b>Independent Contractors Form</b>	<b>Standing Order Form – encumber / multiple payments</b> (email invoices to <a href="mailto:RF-Purchasing@buffalostate.edu">RF-Purchasing@buffalostate.edu</a> )  <b>Special Request Form – one time payment</b>  Both require completed and signed Working Relationship Form and W9 as well as completed Independent Contractor PDF (template)
<b>Participant Stipend Form</b>	<b>Special Request Form</b> Attach completed Participant Stipend PDF (template) and signed W9
<b>Subrecipient Procurement Form</b>	<b>Standing Order Form</b> Attach Subrecipient PDF (template) and signed W9

Travel – continue to use the Travel Reimbursement Form (excel) or iExpense