

Notice of Purchase Order Expiration

From: University of Rochester
Corporate Purchasing
RC Box 278901
(585) 275-2002

Today's Date:

Supplier:

Supplier PO Number:

Expiration Date:

Buyer:

The purchase order noted above will expire on «EndDate» and no further payment will be made beyond the expiration date. This is your only notice so please respond promptly.

TO CONTINUE to purchase the service or supply you must send Purchasing a new requisition with required documentation as noted below:

- Return this notice with a completed requisition, sixty days prior to the order expiration date. **Incomplete requisitions may be returned and will delay your order.**
- Maintenance Orders must include equipment description, serial number(s), location, contact person and phone number. Note any equipment changes (add/delete). **Include supplier updated maintenance agreement with correct equipment configuration & coverage if available. Quotations assist us in identifying correct equipment configuration & coverage.**
- Independent Contractor/Consultant orders require a completed Request for Services form with the requisition. See "Forms" at <http://www.urmc.rochester.edu/purchasing>
- Requisitions to purchase >\$10,000 require a completed Supplier Price/Justification Form. See Purchasing Web "Guidelines" for details. <http://www.urmc.rochester.edu/purchasing>
- Questions? Please call our Customer Service Staff at 275-2002.

TO CANCEL the purchase, order please sign the authorization line below and return this notice at least 60 days prior to the expiration date shown above.

Authorized signature _____ Date _____

NOTES:

- Expiration notices **will not** be generated for Blanket Orders "K" if no invoices were posted to current order. Many orders are created annually and never used.
- Blanket Orders for supplies < \$10,000 will have a two-year termination date.