Which WOLFMART Form to Use?

Non-Catalog Form – for commodities that are not in the punch out catalog

You can find the blue link at the top of the Wolfmart home page under “GO TO:”

Service Request Form – for repairs, maintenance agreements, printing, software agreements and anything involving labor

Blanket Order Request Form – when purchasing commodities provided over a specific period of time for contracted or established quantity/pricing. All Blanket Order requests will be reviewed in Procurement

Non-Encumbered Payment Form – for direct payments to domestic suppliers only, not for payments to individuals or employee reimbursements. Use one form per invoice. Only for the following items:

- Direct payment of vendor invoices up to $10,000.00 (Research Foundation Only) Do not use this for State funded orders. State funded orders for commodities and services require a purchase order
- Federal, State or Local Government Payments (Can be used for Research and State funds)
- Memberships/Conference Fees up to $50,000.00 (Can be used for Research and State funds)
- Postage (Including UPS and FedEx) (Can be used for Research and State funds)
- Registration Fees (Can be used for Research and State funds)
- Direct Hotel Payments (Can be used for Research and State funds)
- Direct Car Service/Limo Payments (Can be used for Research and State funds)
- Subscriptions (Can be used for Research and State funds)
- SUNY Tuition/Overseas Academic Programs (Can be used for Research and State funds)
- US Homeland Security Payments (Can be used for Research and State funds)

Single/Sole Source Form - when competition would otherwise be required, but is not feasible due to the sole source, single source or emergency nature of a Commodity. Do not use this form for Service Single/ Sole Source Procurements. For Service Single/ Sole Source Procurements, please use the Service Request form.