



Authorization to Purchase Additional SUNY CPD Points (General Points or Technical Points)

This document authorizes how your campus will handle future points requests from the SUNY Center for Professional Development (SUNY CPD). The cost of each point is one dollar (\$1.00) per one point. The person signing this document commits the campus to pay the SUNY CPD for the total authorization.

If you need to purchase both point types, please use a separate form for each type. Please remember to complete the required payment box at the bottom of this page.

Part 1 - Additional Points Purchase Request:

I authorize \_\_\_\_\_ (select one) \_\_\_\_\_ 8 \_\_\_\_\_ u \_\_\_\_\_ h \_\_\_\_\_ # \_\_\_\_\_ point as \_\_\_\_\_

Part 2 - V

Please indicate how your campus intends to handle any requests to use points that would be in excess of the membership balance by selecting one of the following:

- \_\_\_\_\_ Campus will REJECT points requests in excess of balance.
\_\_\_\_\_ Campus will APPROVE points requests in excess of balance and agrees to pay for any points used in excess of available points.

IMPORTANT: If the campus account balance is negative at the end of the current fiscal year and your campus has not purchased additional points to cover the overage, your campus will be invoiced for the outstanding balance. Payment must be received within 60 days of receipt OR the invoiced amount will be deducted from the next year's points balance.

Campus: \_\_\_\_\_

Authorized By: \_\_\_\_\_ print name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Method of Payment for the purchase of additional points:

Form with fields for Campus Check / PO, Journal Transfer, New York State Account Number, and Journal Transfer Authorized Signature.

h Nancy Motondo - Nancy.Motondo@suny.edu CC SUNYPoints@suny.edu & cpdinfo@suny.edu on your email

Thank you for your continued membership with the SUNY CPD!