



SUNY
DOWNSTATE
Medical Center

Downstate Depot -Central Stores

June 15, 2011

TO: All Downstate Offices

FROM: Victor Haynes, Deputy Director
Administrative Services

SUBJ: **Downstate Depot - Central Stores Fiscal Year End Activities.**

Annual Reminder

FY 10-11 State Account Recharge Requisitions' Processing ends at 3pm on Monday June 27, 2011.

Please be aware Central Stores requisitions charged to FY 10-11 must be submitted to Central Stores no later than **3pm on Monday June 27, 2011**. All requisitions received after this time will be recharged against the new fiscal year 11/12 funds.

Central Stores Annual Inventory of Supplies: Thursday June 30, 2011

Central Stores will be conducting its annual year-end inventory of supplies on **Thursday June 30, 2011**. Only immediate need for patient care items and departmental emergency requests will be processed on this day. Central Stores will resume normal requisitions processing on the following business day, **Friday July 1, 2011**. Please plan accordingly.

Reassignment of funds:

Please be sure to submit a re-assignment of funds to the Budget Office to cover any FY 10/11 object code 9200 deficit that may exist in your department's accounts.

Central Stores is available for further information or special needs at Ext. 1514.

Kindly disseminate/ advise your departmental staff accordingly.

cc: Department Heads