



SUNY
DOWNSTATE □
Medical Center

MATERIALS MANAGEMENT BULLETIN

January 8, 2007

Bulletin # 07-13

RE: Procedure for Purchase Requisitions Chargeable to Fiscal Year 2007/2008

All requisitions requesting Standing Orders for Commodities and/or Service Contracts chargeable to Fiscal Year 2007/2008 must be submitted to the Contracts & Procurement Department no later than February 15, 2007.

Please be mindful that it is a New York State requirement that all transactions over \$20,000 must be advertised in the New York State Contract Reporter for bid solicitation and that all transactions over \$75,000 must have a minimum of five solicited sealed bids. The Attorney General's Office and the Office of the State Comptroller must pre-approve all Purchase Orders and Contracts which exceed \$75,000.

When renewing current standing order, please check your current expenses to ensure appropriate encumbrances.

If you need further information, please contact the Contracts & Procurement Department @ extension #7270 or #1132.