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Medical Center

## **MATERIALS MANAGEMENT BULLETIN**

Materials Management

### **Materials Management Bulletin**

January 12, 2009

Bulletin # 09-28

Re: Procedure for Purchase Requisitions Chargeable to Fiscal Year 2009/2010

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All fiscal year 09/10 purchase requisitions must be submitted to the Contracts & Procurement Department by February 13, 2009. Each department must prepare requisitions for Blanket Order requests. The requisitions must encumber the total cost for the fiscal year 09/10 and the quantity must total to the estimated yearly usage. This will enable the Contracts & Procurement Department to adhere to all New York State Finance Laws and Guidelines. Additionally, each item must be listed in frequency of use. Be sure to include unit of measure, manufacturer, description, quantities and pricing.

All requisitions requesting Blanket Orders for commodities or Contracts for services should be submitted to the Contracts & Procurement Department no later than February 13, 2009 in order to permit the material deliveries to commence or services to start in July, 2009. 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 \$125,000 must have a minimum of five solicited sealed bids in addition to advertising for bids in the New York State Contracts Reporter. The Attorney General's Office and the Office of the State Comptroller must pre-approve all Purchase Orders and Contracts which exceed \$250,000.

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