



SUNY
Downstate 
Medical Center

MATERIALS MANAGEMENT BULLETIN

Materials Management

Materials Management Bulletin

January 4, 2010

Bulletin # 10-36

Re: Procedure for Purchase Requisitions Chargeable to Fiscal Year 2010/2011

All Fiscal Year 10/11 Purchase Requisitions for Blanket Orders must be submitted to the Contracts & Procurement Department by February 12, 2010. The requisitions must encumber the total cost for the Fiscal Year 10/11 and the quantity must total to the estimated annual 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 12, 2010 in order to permit the material deliveries to commence or services to start in July, 2010. Please be mindful that it is a New York State Contract Reporter for bid solicitation, and 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 Contract 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.