



## INSTRUCTIONS

- A. ALL REQUISITIONS, WHETHER FOR "EXTERNAL VENDOR" OR "INTERNAL RECHARGE", SHOULD HAVE THE REQUISITION NUMBER IN THE FORMAT OF -- AND MARK THE APPROPRIATE BOX FOR INTERNAL OR EXTERNAL. PLACE THE ACCOUNT NUMBER TO BE CHARGED IN THE SPACE MARKED "CHARGE TO." THERE IS **NO** NEED TO KEEP SEPARATE FORMATS OF REQUISITION NUMBERS AS DONE IN THE PAST.
- B. FOR INTERNAL RECHARGE REQUISITION, THE ORIGINAL (YELLOW) COPY MUST BE SENT TO THE HSC DEPARTMENT PROVIDING THE SERVICE REQUESTED.
- C. FOR EXTERNAL REQUISITIONS, THE ORIGINAL (YELLOW) COPY MUST BE SENT TO THE PURCHASING DEPARTMENT (HSC BOX 63).
- D. DEPARTMENT COPY (1), DEPARTMENT COPY (2) IS RETAINED BY THE REQUISITIONING DEPARTMENT.
- E. BE SURE ENTIRE ACCOUNT NUMBER, REQUISITION NUMBER, OBJECT CODE AND AUTHORIZED SIGNATURE SECTION ARE COMPLETED BEFORE SENDING TO PURCHASING OR RECHARGE SERVICE UNIT.
- F. IF REQUISITION EXCEEDS \$2,500.00 AND ITEMS ARE NOT COVERED BY NEW YORK STATE CONTRACT, ATTACH THREE SOURCES OF SUPPLY IF POSSIBLE.
- G. ALL REQUISITIONS OVER \$20,000.00 MUST BE PROCESSED BY PURCHASING DEPARTMENT AFTER CONSULTATION WITH O.G.S. IN ALBANY. NO PRIOR COMMITMENT IS TO BE MADE TO ANY VENDOR FOR REQUIREMENTS. MANUFACTURER'S NAME AND CATALOG NUMBER OF COMMODITY OR EQUIPMENT SHOULD BE NOTED ON REQUISITION AND DESCRIPTIVE LITERATURE ATTACHED IF AVAILABLE.
- H. IF SUPPLIERS HAVE BEEN CONTACTED BY DEPARTMENT, SHOW TOTAL PRICE OF EACH COMPANY CONTACTED, DATE QUOTED, NAME OF PERSON GIVING QUOTATION AND PROMISED DELIVERY DATE.
- I. IF SOLE SOURCE IS REQUESTED, DEPARTMENT MUST SUBMIT A LETTER OF JUSTIFICATION SIGNED BY DEPARTMENT HEAD, STATING IN FULL WHY ITEM CANNOT BE PURCHASED FROM OTHER SOURCES AND COMPETITIVELY BID.
- J. NO ORDER IS TO BE PLACED BY ANY DEPARTMENT OTHER THAN THE PURCHASING DEPARTMENT WITHOUT PRIOR APPROVAL OF PURCHASING AGENT.