



SUNY
DOWNSTATE 
Medical Center

MATERIALS MANAGEMENT BULLETIN

January 25, 2006

Bulletin # 06-01

RE: New Procedure for Purchase Requisitions Chargeable to Fiscal Year 2006/2007

All fiscal year 06/07 purchase requisitions must be submitted to the Contracts & Procurement Department by February 15, 2006. Each department must prepare requisitions for Standing Order requests. The requisitions, encumbering the total cost from July 2006 to June 2007 and must total to the estimated yearly usage, 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 Standing Orders for commodities or Contracts for services should be submitted to the Contracts & Procurement Department no later than February 15, 2006 in order to permit the material deliveries to commence or services to start in July, 2006. 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 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 \$75,000.

If you need further information, please contact the Contracts & Procurement Department @ extension #4113 or #1132.