



SUNY
DOWNSTATE 
Medical Center

MATERIALS MANAGEMENT BULLETIN

June 27, 2006

Bulletin # 06-09

Re: Purchase Requisitions for Fiscal Years 05/06 and 06/07

Effective Thursday, June 29, 2006, the Procurement Department will no longer accept or process any requisitions for Fiscal Year 05/06.

Additionally, Standing and Blanket Orders that were issued for Fiscal Year 05/06 are no longer valid and should not be used after June 30, 2006. The Procurement Department will contact the appropriate Departmental Representative to provide the new Purchase Order number for each 06/07 Standing and Blanket Order. If you are not provided a new Purchase Order number by July 3, 2006, please contact the Procurement Department at extension 1133.

In the event that your Department's Standing or Blanket Order is not processed, the Department must prepare a one time requisition for an interim order.

If you have any questions or would like further clarification, please contact Maria Lucido at extension 7214.