January 31, 2017

Subject: Purchase Reqs Chargeable to FY 2017-2018

All approved Blanket Purchase Requisitions for Fiscal Year 17/18 (July 1, 2017 thru June 30, 2018) must be typewritten and submitted to the Contracts & Procurement Department (Mail Stop 63) no later than March 3, 2017. They include:

- Commodity,
- Annual equipment service (i.e. copiers, equipment insurance program (REMI))
- Software maintenance agreements
- Other annual service agreements (i.e. bottled water, off-site record retention)
- Contract encumbrances

All handwritten Purchase Requisitions will be returned unprocessed.

The requisitions must encumber the total cost for the Fiscal Year 17/18 and have all of the following information:

- All needed authorization/approval signature(s) for the value of the requisition
- Requisition number
- Suggested vendor, contact name and number
- Your contact information
- Item description and unit of measure
- Estimated quantity of items being ordered (items should be listed in order of frequency of use)
- Value of each product (this can be based upon a historical price)
- Account code and object code

Requisitions for service (consulting, equipment maintenance, software license) must also include:

- Start and end date (i.e. August 1, 2017 thru July 31, 2018)
- Model number, manufacturer number and serial number of equipment
- Indicate if BAA is required
- Detailed specification of requirements (i.e. vendor experience)
- Statement of need
- Explanation of vendor selection

Please be mindful that all transactions over $25,000 requires Minority/Woman-Owned Business Enterprise (MWBE) participation; over $50,000 that are not on a current contract must be advertised in the NYS Contract Reporter; and all service contracts exceeding $75,000 must be pre-approved by both the Attorney General's Office and the Office of the State Comptroller.

Further information: See links below or contact the Contracts & Procurement Department at 718-270-7214.

**Online Resources:**
Purchase Requisition form:
http://www.downstate.edu/procurement/documents/DMCPurchaseRequisitionFORM.pdf

How to fill out a Purchase Requisition: http://www.downstate.edu/procurement/how-to.html