Procurement Card User Check List:

- An authorized purchase requisition must be completed and dated prior to the P Card purchase
- The requisition must have a valid Account Unit and Object Code and the department must have funding budgeted
- Statement of Need- Why are you buying this particular commodity or service?
- When making a purchase you must purchase from the following vendors if it meets your form, function and utility
  - Check Preferred Sources
    - Corcraft (Correctional Industries)
    - IBNYS (Industries for the Blind of New York State)
    - NYSID (New York State Industries for the Disabled)
  - Check OGS Contracts
  - If the above two are not an option must show reasonableness of price – 3 quotes or sole source justification
- If Service, vendor must be paid at minimum, current N.Y.S Department of Labor Prevailing Wage Rates- https://www.labor.ny.gov/home/. In addition, the user department must obtain Certified Payroll from vendor.
- If a vendor is coming on D.M.C./State property (including leased) to perform services, they must provide the following 3 separate insurance, prior to starting the work
  2. N.Y.S. Worker’s Compensation (form C-105.2 or U-26-3).
  3. N.Y.S. Disability Form (form DB 120).
- Addtional Insured Information:
  SUNY Downstate Medical Center
  450 Clarkson Avenue
  Brooklyn, N.Y. 11203-2098
- All equipment over $5,000 must be reported to Property Control
- All computer related hardware and/or software must have IT’s approval prior to purchase
- All patient related equipment must have SMIC’s approval prior to purchase
- All facility related (construction, design, handy man, abatement, etc,) must have FM&D approval prior to purchase
- If P Card purchase involves any shipment to DMC, you must follow all DMC Incoming Shipment Requirements (link) for the shipping label. The Purchase Order number for your P Card orders should have “CC” followed by your assigned Requisition Number.