



SUNY  
**DOWNSTATE**  
Medical Center

# **MATERIALS MANAGEMENT BULLETIN**

May 13, 2005

Bulletin # 05-03

Re: Requests for Contracts and Renewal of Contracts

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Effective immediately, all requests for contracts or renewal of contracts must be submitted on a SUNY Health Science Center at Brooklyn Requisition Form (#HSCB 010 F 465 R2 (10/87)). The following methods will no longer be acceptable: Emails, telephone calls, memorandums or verbal requests. Additionally, all requisitions for contracts must have the appropriate signature authorization.

For those contracts that will continue to be active beyond June 30, 2005, please forward a completed requisition to the Contracts & Procurement Department requesting additional funding encumbrances by May 27, 2005. This will insure uninterrupted payment for the remainder of the contract term. If the contract expires at the end of this fiscal year, (June 30<sup>th</sup>, 2005), and you need a new agreement, please forward a requisition with any relevant documentation to the Contracts and Procurement Department by May 27, 2005.

If you have any questions, please contact the Contracts and Procurement Department at extension 1132.