



SUNY
DOWNSTATE
Medical Center

MATERIALS MANAGEMENT BULLETIN

September 26, 2006

Bulletin # 06-11

Re: Contracts and Procurement Training

The Contracts and Procurement Department Staff are conducting on-going training seminars in the proper preparation of a State Purchase Requisition and New York State Guidelines for procuring goods and services.

In an effort to reduce the number of requisitions which are received incomplete and eliminate any confusion between the User Departments and the Contracts and Procurement Department, training sessions have been scheduled to explain the requisition process. Our goal is to have every department attend these training sessions to ensure proper lead times for submitting their requisitions in order that the Contract and Procurement staff would be able to meet delivery timeframes for receipt of goods and /or obtain services for each respective department's daily operation.

These seminars are designed to take each attendee through the process of completing various types of procurement requisitions including goods, services and capital equipment purchases. Training will include but not limited to appropriate descriptions, delivery timeframes, required approval signatures, supporting documentation and correct contact information. The sessions will be held monthly in order to reach every user department in Downstate Medical Center. The next two sessions will be held on Thursday, October 19, 2006 and Thursday, November 16, 2006 from 10:00am to 12:00 noon in the Education Building, Classroom 1B. Additional sessions will be announced at a later date.

Please contact Diane DeSouza at extension #2799 or send an e-mail at diane.desouza@downstate.edu to schedule and confirm seating for your staff members.