



SUNY
DOWNSTATE 
Medical Center

MATERIALS MANAGEMENT BULLETIN

October 15, 2010

Bulletin # 10-41

Re: Workers' Compensation Requirements

The Contracts & Procurement Department is mandated by the Workers Compensation Board to obtain Workers' Compensation Insurance Form (C105.2) and Disability Insurance Form (DB120.1) for all vendors we procure goods and services from (no matter the dollar amount, commodity or service). This program reflects requirements under Workers Compensation Law section 57 and 220 (8) as well as General Municipal Law Section 125.

In certain situations where a vendor has no employees working or visiting our campus, the Contracts & Procurement Department is required to obtain an Exemption Form (CE200) from that vendor.

The Contracts & Procurement Department cannot issue any purchase orders or contracts until these documents have been obtained. In cases where a vendor refuses to obtain the necessary insurance or submit the Exemption Form, DMC will be unable to do business with that vendor and must seek an alternative source.

Please submit your requisitions with as much advance notice as possible due to the time it takes to gather this information.

If you wish to read more about the New York State Workers' Compensation Board's Requirements please go to the DMC Finance Website and read the "New York State Worker's Compensation Board – Prove It to Move It Program Manual, May 2010."

If you have any questions, please contact Diane DeSouza at extension 2799.

Thank you in advance for your cooperation.

[This Bulletin is a reminder & update of bulletin #09-29]
