Date January 23, 2012   **Bulletin # 12 - 47**

Subject: Procedure for Purchase Requisitions Chargeable to Fiscal Year 2011/2012

All Fiscal Year 11/12 Purchase Requisitions for Blanket Orders must be submitted to the Contracts & Procurement Department by February 13, 2012. The requisitions must encumber the total cost for the Fiscal Year11/12 and the quantity must total to the estimated annual usage. This will enable the Contracts and Procurement Department to adhere to all New York State Finance Laws and Guidelines. Additionally, each item must be listed in frequency of use. Be sure to include unit of measure, manufacturer, description, quantities and pricing.

You must include all of the following information on the Blanket Requisition or your Requisition will be returned unprocessed:

- Requisition Number
- Suggested Vendor
- Your Contact Information
- Item Description and Unit of Measure
- Approximate Quantity of Items Being Ordered (items order should be listed in order of frequency)
- Value of each Product (this can be based upon a historical price)
- Account Code and Object Code
- Appropriate Authorization (signature(s)) for the Value of the Requisition.

All requisitions requesting Blanket Orders for commodities or contracts for services must be submitted to the contracts & Procurement Department no later than February 13, 2012 in order to allow material deliveries to commence or services to start in July, 2012. Please be mindful that all transactions over $20,000 must be advertised in the Contract Reporter for bid solicitation, and all transactions over $125,000 must have a minimum of five solicited sealed bids. In addition to advertising for bids in the New York State Contract Reporter, the Attorney General's Office and the Office of the State Comptroller must pre-approve all service contracts which exceed $250.000 and all purchase orders are subject to post-audit.

If you need further information, please contact the Contracts & Procurement Department @ 718-270-1132.