



SUNY  
**DOWNSTATE**   
Medical Center

# MATERIALS MANAGEMENT BULLETIN

Date: June 4, 2012

Bulletin # 12-49

## **Subject: Purchase Requisitions for Fiscal Year 11/12**

Effective close of business on Friday, June 15, 2012, the Procurement Department will no longer accept any requisitions for Fiscal Year 11/12.

Standing and/or Blanket Orders that were issued for Fiscal Year 11/12 will no longer be valid after June 30, 2012 and must not be used. If you have not received your new Standing or Blanket Order for Fiscal Year 12/13 by July 1<sup>st</sup>, please contact your Procurement Representative. Under no circumstances should an order be called in on a Fiscal Year 11/12 Standing or Blanket Order after June 30<sup>th</sup>.

If you have any questions or would like further clarification, please contact Maria Lucido at extension 7214.