



SUNY
DOWNSTATE
Medical Center

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Materials Management Bulletin

May 13, 2011

Bulletin# 11-44

Re: Purchase Requisitions for Fiscal Year 10/11

Effective close of business on Tuesday, May 31, 2011, the Contracts & Procurement Department will not accept any new requisitions for Fiscal Year 10/11.

Standing and/or Blanket Orders that were issued for Fiscal Year 10/11 will no longer be valid after June 30, 2011 and must not be used. If you have not received your new Standing or Blanket Order for Fiscal Year 11/12 by July 1st, please contact your Contracts or Procurement Representative. Under no circumstances should an order be called in on a Fiscal Year 10/11 Standing or Blanket Order after June 30th.

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

Send your questions to HelpDesk@Downstate.Edu