



SUNY  
**Downstate**   
Medical Center

## **MATERIALS MANAGEMENT BULLETIN**

November 28, 2006

Bulletin # 06-12

Re: Approval Signatures for All Funds at Downstate Medical Center

As a reminder, whenever a product or service is being ordered or requisitioned for Downstate Medical Center, it must have the appropriate approval signatures and authorizations. This includes the signature of the individual designated by the Department or Responsibility Center to authorize a procurement request. All requisitions charged to a hospital function code must be also signed by a Senior Hospital Administrator.

Additionally, if you are ordering a product or service that involves the following areas, you must get their signature on the requisition as well.

**Patient Equipment -**

Scientific & Medical  
Instrumentation Center  
*Ext. 3192*

**Animal Purchases -**

Department of Laboratory Animal  
Resources  
*Ext. 4198*

**Computer Hardware and/or Software -**

Chief Information Officer  
*Ext. 6180*

**Telephones/Cell Phones -**

Telecom  
*Ext. 2433*

**Construction, Design, Electrical, -  
Utilities (other than telephones),  
Equipment over 800 lbs, or requiring  
new utilities or A/C, or larger  
than 35"X82" (door dimensions)**

FM&D  
*Ext. 2345*

If you have any questions, please contact the Contracts and Procurement Department at extension 1132.