



SUNY  
**DOWNSTATE**   
Medical Center

# MATERIALS MANAGEMENT BULLETIN

Date: August 1, 2008

Bulletin # 08-26

RE: Sale of Goods or Services by New York State Employees to State Agencies

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New York State Public Officers Law prohibits New York State employees to provide goods or services to, and receive payment from an agency of NYS if the value of the goods or services exceeds \$25.00 unless the goods or services were publicly advertised and let pursuant to a competitive bid as specified in §73.4.a. below:

- 4.(a) No statewide elected official, state officer or employee, member of the legislature, legislative employee or political party chairman or firm or association of which such person is a member, or corporation, ten per centum or more of the stock of which is owned or controlled directly or indirectly by such person, shall*
- (i) sell any goods or services having a value in excess of twenty-five dollars to any state agency, or*
  - (ii) contract for or provide such goods or services with or to any private entity where the power to contract, appoint or retain on behalf of such private entity is exercised, directly or indirectly, by a state agency or officer thereof, unless such goods or services are provided pursuant to an award or contract let after public notice and competitive bidding.*

This provision includes speaker fees, honoraria, and/or consulting fees paid to either DMC employees or other NYS employees retained on behalf of SUNY DMC.

If you wish to use the services of a NYS employee, you must submit a requisition to the Contracts & Procurement Department, identifying that the recommended vendor is a NYS employee, to insure that the proper processes are adhered to.

If you have any questions, please contact Maria Lucido, Director of Procurement at extension 7214.

Thank you.

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