



SUNY
DOWNSTATE 
Medical Center

MATERIALS MANAGEMENT BULLETIN

January 8, 2013

Bulletin# 13-53

Re: Procedure for Purchase Requisitions Chargeable to Fiscal Years 2013/2014

All Fiscal Year 13/14 (July 1, 2013 through June 30, 2014) Purchase Requisitions for Blanket Orders must be submitted to the Contracts & Procurement Department **by February 15, 2013** to permit the material deliveries to commence or services to start on or after July 2013. The requisition must encumber the total cost for the Fiscal Year 13/14 and the quantity must total to the estimated annual usage. This will enable the Contracts & Procurement Department to adhere to all New York State Finance Laws and Guidelines. Be sure to include unit of measure, manufacturer, description, quantities and pricing. Detailed instructions on how to complete a requisition can be found on the [Procurement Website \(link\)](#):

All requisitions requesting Blanket Orders for commodities or contracts for services should be submitted to the Contracts & Procurement Department no later than February 15, 2013 in order to permit the material deliveries to commence or services to start in July 2013. 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 Contracts Reporter, the Attorney General's Office and, or Office of the State Comptroller must pre-approve all Service and other Contracts which exceed \$250,000.

If you need further information, please contact the Contracts & Procurement Department at extension 1121 or 7214.

All active Materials Management Bulletins are posted on the [DMC Procurement homepage \(link\)](#)