



SUNY
DOWNSTATE 
Medical Center

MATERIALS MANAGEMENT BULLETIN

Materials Management Bulletin # 14-59

February 6, 2014

RE: Procedure for Purchase Requisitions Chargeable to Fiscal Year 2014/2015

All Fiscal Year 14/15 Purchase Requisitions for Blanket Orders must be submitted to the Contracts & Procurement Department by February 28, 2014 and must be typewritten. You can find the Purchase Requisition form on the DMC website at <http://www.downstate.edu/procurement/documents/DMCPurchaseRequisitionFORM.pdf> All handwritten Purchase Requisitions will be returned unprocessed.

The requisitions must encumber the total cost for the Fiscal Year 14/15, as well as the following information:

- Requisition Number
- Suggested Vendor
- Your Contact Information
- Item Description and Unit of Measure
- Approximate Quantity of Items Being Ordered (items should be listed in order of frequency)
- Value of each Product (this can be based upon a historical price)
- Account Code and Object Code
- Appropriate Authorization (signature(s)) for the Value of the Requisition.

All requisitions requesting Blanket Orders for commodities or contracts for services must be submitted to the Contracts & Procurement Department no later than February 28th in order to allow the necessary time to adhere to all New York State Finance Laws and Guidelines. Please be mindful that all transactions over \$50,000 not on a current contract must be advertised in the NYS Contract Reporter and all contracts exceeding \$250,000 must be pre-approved by both the Attorney General's Office and the Office of the State Comptroller.

If you need further information, please contact the Contracts & Procurement Department @ 718-270-7214.

All of the above information must be included on the typed Blanket Requisition or the requisition will be returned unprocessed.