



SUNY  
**DOWNSTATE**   
Medical Center

# MATERIALS MANAGEMENT BULLETIN

November 17, 2014

Bulletin # 14-61

**Subject:** Urgent Reminder to submit your Fiscal Year 14/15 requisitions for Copiers, Equipment Insurance Program, Bottled Water, and Off-Site Record Storage.

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All departments that have not yet submitted an approved fiscal year 14/15 requisition for the entire year (through June 30, 2015) to the Contracts Department for the following services, must do so immediately:

- **Konica Copiers** – Please include the model number, serial number and location (address, room number, contact name and phone number) for each copier.
- **REMI Equipment Insurance Program** – Please include the manufacturer, model number, serial number and location (contact name and phone number) for each piece of equipment.
- **Nestle/Deer Park Bottled Water** – Please include the location (address and room number) and the number of bottles delivered weekly. [Contracts will forward your requisition to Central Stores]
- **CitiStorage** - Please include your department's anticipated annual expense for off-site document storage and retrieval services. [Contracts will forward your requisition to Central Stores]

Failure to submit these requisitions by November 28, 2014 will result in an interruption of service.

If you have any questions please contact Maureen Crystal at extension 1976 or via email to: [Maureen.Crystal@downstate.edu](mailto:Maureen.Crystal@downstate.edu)