



February 17, 2015

Bulletin # 15 - 67

Subject: Procedure for Purchase Requisitions Chargeable to Fiscal Year 2015/2016

All approved Fiscal Year 15/16 Blanket Order Purchase Requisitions for:

- commodities,
- annual equipment service (i.e. copiers, equipment insurance program (REMI)),
- software maintenance agreements,
- other annual service agreements (i.e. bottled water, off-site record retention) and
- contract encumbrances

must be submitted to the Contracts & Procurement Department (Mail Stop 63) by **February 27, 2015** and must be typewritten.

All **handwritten** Purchase Requisitions will be returned **unprocessed**.

The requisitions must encumber the total cost for the Fiscal Year 15/16. It also must have all of the following information:

- Requisition Number
- Suggested Vendor, contact name and number
- Your Contact Information
- Item Description and Unit of Measure
- Estimated 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.

Requisitions for service (consulting, equipment maintenance, software license) must also include:

- Start and end date (i.e. August 1, 2015 through July 31, 2015)
- Model #, Manufacturer and Serial # of equipment
- Indicate if BAA is required

Please be mindful that all transactions over \$25,000 requires Minority/Woman-Owned Business Enterprise (MWBE) participation, over \$50,000 that are not on a current contract must be advertised in the NYS Contract Reporter and all service contracts exceeding \$250,000 must be pre-approved by both the Attorney General's Office and the Office of the State Comptroller.

Further information: See links below or contact the Contracts & Procurement Department at 718-270-7214.

Online Resources:

Purchase Requisition form: <http://www.downstate.edu/procurement/documents/DMCPurchaseRequisitionFORM.pdf>

How to fill out a Purchase Requisition: <http://www.downstate.edu/procurement/how-to.html>