



SUNY
DOWNSTATE
Medical Center

MATERIALS MANAGEMENT BULLETIN

August 25, 2015

Bulletin # 15-70

Subject: Statewide Financial System Shutdown

August 25, 2015

To: The Campus Community

From: Martin J. Deane
AVP, Materials Management

Re: Statewide Financial System Shutdown: Bulletin # 15-70

This bulletin is to alert all Downstate Medical Center departments that the Statewide Financial System (SFS) will be down for a three (3) week period due to a system upgrade. No State purchase orders, contracts, employee reimbursements or invoices will be processed through the State system during the downtime. The downtime is scheduled from September 28th to October 15th. Please plan accordingly.

If your department is holding any invoices please immediately forward them to Accounts Payable MSC 54 for processing.

Please note:

- Lawson will not be affected; all departments using the Lawson system can continue as usual.
- Procurement Cards remain available, subject to the same established criteria.
- Contracts will continue to be available for use but no new contracts will be issued.
- FY 15/16 Blanket and Standing Orders can continue to be used during the downtime. If you have not submitted your FY 15/16 requisitions, please do so immediately.

If you have any questions, please contact Martin Deane at extension 3199.

Thank you.