



January 31, 2017

Bulletin # 17-87

**Subject: Purchase Reqs Chargeable to FY 2017-2018**

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All approved **Blanket Purchase Requisitions** for Fiscal Year 17/18 (*July 1, 2017 thru June 30, 2018*) must be typewritten and submitted to the Contracts & Procurement Department (*Mail Stop 63*) no later than **March 3, 2017**. They include:

- 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*)
- Contract encumbrances

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

The requisitions must encumber the total cost for the Fiscal Year 17/18 and have all of the following information:

- All needed authorization/approval signature(s) for the value of the requisition
- 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 of use*)
- Value of each product (this can be based upon a historical price)
- Account code and object code

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

- Start and end date (*i.e. August 1, 2017 thru July 31, 2018*)
- Model number, manufacturer number and serial number of equipment
- Indicate if BAA is required
- Detailed specification of requirements (*i.e. vendor experience*)
- Statement of need
- Explanation of vendor selection

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 \$75,000 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>