



May 2, 2019

Bulletin # 20-91

Subject: Process to Submit Purchase Requisitions Chargeable to Fiscal Year 2019/2020

Last fiscal year, the Contracts & Procurement Department implemented a streamlined process to submit purchase requisitions for the upcoming fiscal year. These changes remain in effect so please adhere to the guidance below and contact the Contracts & Procurement Department if you have questions.

The instructions are as follows:

1. Contract Encumbrances– you no longer have to submit annual requisitions for Contract Encumbrances. All contracts that do not expire before June 30, 2020 or have not exceeded their value will be automatically budgeted for your department. If the value of the encumbrance is changing from FY 18/19, you must discuss with the Contracts Department by May 31, 2019.

If you have exceeded the value or the contract has expired, you must submit a new requisition and the contract must go through the procurement process.

2. Requisitions for Bottled Water or Archiving Services– you no longer have to submit requisitions for these charge back-services.
3. Requisitions for Copiers– you no longer have to submit requisitions for service and maintenance for your Konica copier, these charges can be processed through your P Card. In addition, if you are “paying-over-time” for a new copier, you can also use your P-Card. Konica will bill for service/ maintenance on a bi-annual basis.
4. **PLEASE NOTE: IF YOU HAVE A COPIER BUT DO NOT HAVE A PCARD, YOU MUST OBTAIN A PCARD FOR YOUR DEPARTMENT.**
5. Purchase Requisitions for Commodities– you must continue to submit approved annual requisitions for Fiscal Year 19/20 for the following items:
 1. Commodities,
 2. Annual equipment service (i.e. equipment insurance program (REMI)),
 3. Software maintenance agreements,

All requisitions must be submitted to the Contracts & Procurement Department (Mail Stop 63) by May 31, 2019. All requisitions must be typed – hand written requisitions will be returned unprocessed. In addition, include your justification, statement of need, bid proposal requirements, evaluation instrument and for commodities, product details to formally conduct a procurement via New York State procurement law.

The requisitions must encumber the total cost for the Fiscal Year 19/20 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)
- 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. July 1, 2019 through June 30, 2020)
- Model #, Manufacturer and Serial # of equipment
- Indicate if BAA is required
- Indicate if On-Boarding is required
- Detailed Specification of requirements, experience of vendor
- Statement Of Need
- Explanation for Vendor Selection if Sole Source or provide Bidder's List

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: [Please visit this Website to download the form](#)

How to fill out a Purchase Requisition: [Please visit this Website to download the instructions](#)

Please note, the P-Card procurement process of purchase requisitions below \$14,999.00, instituted July 1, 2018, is unchanged.