Procurement Card User Check List:

- [ ] **An authorized purchase requisition must be completed and dated prior to the P Card purchase**

- [ ] **The requisition must have a valid Account Unit and Object Code and the department must have funding budgeted**

- [ ] **Statement of Need- Why are you buying this particular commodity or service?**

- [ ] **When making a purchase you must purchase from the following vendors if it meets your form, function and utility**
  - o **Check Preferred Sources**
    - ▪ **Corcraft (Correctional Industries)**
    - ▪ **IBNYS (Industries for the Blind of New York State)**
    - ▪ **NYSID (New York State Industries for the Disabled)**
  - o **Check OGS Contracts**
  - o **If the above two are not an option must show reasonableness of price – 3 quotes or sole source justification**

- [ ] **If Service, vendor must be paid at minimum, current N.Y.S Department of Labor Prevailing Wage Rates- https://www.labor.ny.gov/home/. In addition, the user department must obtain Certified Payroll from vendor.**

- [ ] **If a vendor is coming on D.M.C./State property (including leased) to perform services, they must provide the following 3 separate insurances, prior to starting the work**
  1. **Accord 25-Certificate of Insurance (C.O.I.).**
  2. **N.Y.S. Worker's Compensation (form C-105.2 or U-26-3).**
  3. **N.Y.S. Disability Form (form DB 120).**
     Additional Insured Information:
     SUNY Downstate Medical Center
     450 Clarkson Avenue
     Brooklyn, N.Y. 11203-2098

- [ ] **All equipment over $5,000 must be reported to Property Control; Send copy of req to Property Control.**

- [ ] **All computer related hardware and/or software must have IT's approval prior to purchase. Send copy of req to Property Control, including all computer hardware (regardless of cost; theft prone).**

- [ ] **All patient related equipment must have SMIC's approval prior to purchase**

- [ ] **All facility related (construction, design, handy man, abatement, etc,) must have FM&D approval prior to purchase**

- [ ] **If P Card purchase involves any shipment to DMC, you must follow all DMC Incoming Shipment Requirements (link) for the shipping label. The Purchase Order number for your P Card orders should have "CC" followed by your assigned Requisition Number.**