

## Bottled Water Customers

Re: **Bottled Water Deliveries**

“The New York State Governmental Accountability, Audit and Internal Control Act of 1987 (Internal Control Act) formalizes New York State’s commitment to efficient and effective business practices, quality service, and ethics in the operations of state government. As part of the New York State University System, Downstate must comply with the requirements of this legislation.”

In an effort to achieve conformance with this legislation, effective immediately, all Bottled Water deliveries MUST be signed for. If you are not going to be in office at the time of your requested and or anticipated delivery of water, please provide an alternate receiver to sign and accept the delivery on your behalf.

Please also be informed, that in the event that no one is available to sign for the acceptance of your water delivery request, the company has been instructed to redeliver this delivery on the next designated delivery date.

Your cooperation in this matter is very much appreciated.

If you have any questions or concerns, Contact Donovan Lorde, Contract Officer at 718-270-1134.