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
  - Check Preferred Sources
    - Corcraft (Correctional Industries)
    - IBNYS (Industries for the Blind of New York State)
    - NYSID (New York State Industries for the Disabled)
  - Check OGS Contracts
  - 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
  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.