



**SUNY**  
**DOWNSTATE**  
Medical Center

# SUPPLY CHAIN BULLETIN

June 22, 2019

Bulletin # 18-91

## **PROCUREMENT and PROCUREMENT CARD PROCESS CHANGES/ENHANCEMENTS**

### **PROCUREMENT CARD (“PCARD”) PROGRAM CHANGES**

#### **PCARD TRANSACTION LIMIT INCREASED TO <\$15K**

This notification is to alert all Department Heads and Administrators that as of Monday, July 1, 2018, the transaction limit on all Downstate Medical Center “DMC” Procurement Cards (PCards) will be increased to **\$14,999.99**. All orders for commodities and services (including FM&D) <\$15K will be placed by the DMC User department via the PCard, and requisitions will no longer be required to be sent to the Contracts & Procurement department for such purchases. Please note: that you must continue to complete authorized requisition for your procurement record and submit them as part of your monthly packages, and these must be signed by the department head.

The implementation of this transaction limit change is expected to accelerate the time involved in placing orders, as well as increase the efficiency of the Contracts & Procurement area by freeing up staff to focus on more complex procurements.

The Contracts & Procurement department will no longer accept requisitions under \$15K for processing unless there is justification for not processing it via PCard. The requisition will also be required to be pre-approved by the Office of the Chief Financial Officer.

PURCHASES for \$15K or more will not be eligible for PCard use, and will continue to require pre-approval by the Campus CFO. For Hospital non-Shared services accounts, Hospital Finance approval is also required.

#### **BUDGET ALLOCATION – CHECK BALANCE PRIOR TO ORDER**

In order to ensure the success of this change, it is imperative to confirm that there is sufficient budget allocation in the appropriate accounting units (“AU’s”) and object codes to cover the PCard purchases **prior** to placing the order. Please plan your budget with careful consideration for anticipated purchases for the upcoming year, and review the balances in the Business Intelligence (“BI”) system prior to charging the PCard. **If there is insufficient budget allocation in the correct AU/object code, a transfer of budget allocation form will need to be approved by the Office of the CFO before placing the order. If the allocation is not in the correct AU you cannot place the order.** Forms must be submitted in advance of the beginning of the new quarter (September 30, December 31 and March 31). **The budget office will process budget allocation transfer forms three times during the next fiscal year, at the beginning of October, January and April.** If your allocation is not in the correct AU, the PCard holder will not be able to certify the PCard expenses at month end, causing a delay.

---

Initials

## **PROCUREMENT CERTIFICATION**

Certification in NYS Finance Laws, SUNY Guidelines and DMC PCard Policies is required. All PCard holders and their supervisors will be required to pass a mandatory certification course that will be given by the Contracts & Procurement Department. It is important to note that the PCard holders are accountable to ensure all procedures and requirements of this program are followed.

## **COMPLIANCE**

Compliance with the PCard process, including timely submission of certification is mandatory which requires budgetary allocation to be available. Misuse or more than one occurrence of late certification will result in the PCard holder being referred to their supervisor for appropriate disciplinary action. For repeated occurrences, progressive action will be taken.

When placing a PCard order to a vendor involving a shipment to DMC, be sure to continue to follow all PO#, Shipping Label, and Packing Slip details in [DMC Incoming Shipment Requirements \(link\)](#).

## **TRAINING SESSIONS**

Mandatory Training Sessions have been scheduled to review the PCard holders' current responsibilities as well as addressing additional regulatory requirements. The Training Sessions will go out under a separate email.

## **PROCEDURE CHANGES -PURCHASE REQUISITIONS CHARGEABLE TO FY 2018/2019**

---

In an effort to streamline the annual Purchase Requisition process for the new fiscal year, we have implemented several changes.

### **PLEASE CAREFULLY READ ALL INSTRUCTIONS BELOW:**

#### **Requisitions are no longer required for the following annual Contract encumbrances:**

1. Contract Encumbrances – Annual requisitions for the following Contract Encumbrances are no longer required, (however you are required to budget for these expenses in the Lawson Budget and Planning System. Please include the contract number and the amount that will be required).
  - a. All contracts that do not expire before June 30, 2019 or have not exceeded their value will be encumbered for your department.
  - b. Contracts expiring prior to June 30, 2019 – the remaining contract value will be encumbered in accordance with the terms of the contract.
  - c. Amount of Encumbrance is changing from FY 17/18, you must contact the Contracts Department by June 15, 2018.
  - d. If value on the contract has been exceeded or contract has expired, you must submit a new requisition and go through a new procurement process.
2. Requisitions for Bottled Water (rental of a water cooler and 5 gallon bottles of water only) or Archiving Services – Requisitions are no longer required for these charge back-services.
3. Requisitions for Copiers – Requisitions are no longer required for Konica copier service and maintenance.

**Blanket Requisitions are required for the following:**

1. Commodities
2. Annual equipment service (i.e. the equipment insurance program (REMI))
3. Software maintenance agreements

If you have not already submitted your annual requisitions, you must submit them to the Contracts & Procurement Department (Mail Stop 63) by June 15, 2018. All requisitions **must be typed** – handwritten requisitions will be returned unprocessed.

The requisitions must encumber the total cost for the Fiscal Year 18/19 and have all of the following information:

- All necessary 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
- IT Hardware, Software and/or Maintenance purchases - IT department pre-approval is required **prior** to placement of order.

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

- Statement Of Need
- Explanation for Vendor Selection and Price Reasonableness
- Start and end date (i.e. August 1, 2017 through July 31, 2018)
- Model #, Manufacturer and Serial # of equipment
- Indicate if Business Associate Agreement (BAA) is required
- Indicate if On-Boarding is required
- Detailed Specification of requirements, experience of vendor

Please be mindful in ensuring adherence to the additional requirements for the following dollar thresholds:

- transactions over \$25,000 require Minority/Woman-Owned Business Enterprise (MWBE) participation,
- transactions over \$50,000 that are not on a current contract must be advertised in the NYS Contract Reporter;
- All service contracts exceeding \$75,000 must be pre-approved by both the Attorney General's Office and the Office of the State Comptroller.

We look forward to implementing these changes in the Procurement cycle. By working together, we are striving to achieve success in improving the timeframe and efficiency of the procurement process.

If you have any questions, please contact the Contracts & Procurement Department at 718-270-7214.

---

For 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/documents/CompletingaPurchaseRequisitionForm.pdf>

Budget Allocation Transfer form: <http://www.downstate.edu/finance/forms.html>

DMC Incoming Shipment Requirements: <http://www.downstate.edu/centralreceiving/incoming.html>

Please sign here to acknowledge that you have read and understand these instructions.

PCard Holder

---

Name (Print) / Signature / Date

Supervisor

---

Name (Print) / Signature / Date

---

Initials