



**New York State Division of Military and Naval Affairs  
Office of Budget and Finance  
Accounting Bulletins**

<b>Bulletin Number:</b>	B-152		
<b>Date Issued:</b>	6/5/13	<b>Bulletin issued by:</b>	Robert A. Martin
<b>Bulletin Name:</b>	Requisition Process Change - <b><i>IMPORTANT</i></b>		

The Division of Military and Naval Affairs Budget and Finance Office (MNBF) has been working toward changing the agency requisition process due to various administrative actions to include the transfer of certain functions to the Business Service Center. As a result, effective immediately the following guidance regarding requisitions in SFS must be implemented until further notice:

1. No new requisitions must be entered into SFS.
2. **Requestors:** All requisitions that are in your work list and have not been submitted to your supervisor in SFS must be copied in paper form and held until further guidance. The requisition then must be deleted out of SFS.
3. **Supervisors:** All requisitions at your level must be denied back to the requestor. The requestor will then follow the guidance as outlined in paragraph 2.
4. **Emergencies:** Procurements can occur only under absolute emergency conditions. Current required information for an emergency procurement must be forwarded by email through your established management chain. These emails must then be kept and further guidance will be issued regarding formal submission. Emergency requisitions/procurements must not be submitted through SFS.
5. This bulletin only applies to requisitions, all other SFS processes will occur as normal.

If you should have any questions regarding this bulletin, please contact Mr. Tom Halabuda at (518) 786-4538 or Ms. Maria Gallerie at (518) 786-4962.