



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

State Financial System Information

SFS Bulletin Number: SFS 07

Date Issued: April 13, 2012

Bulletin Issued by: Maria Gallerie

Subject: Requisition Requirements

The following guidance is issued to define the requirements for submitting a requisition in the Statewide Financial System (SFS).

1. Requisition name must be entered in the following format:
Program Name, Location, Item/Service.
Examples: (1) ANG Hancock Paper Towels; (2) FE Cp Smith Refuse Removal
2. Justification must include the following information:
 - a. A concise statement explaining why the commodity/service is required.
 - b. Vendor MWBE Status. (Example: MBE: Yes). If not using an MBE or WBE, indicate why. (Example: MWBE: No - quote not lowest).
 - c. MWBE Solicited. (Example: MWBE Solicited: Yes, quotes provided). If an MWBE was not solicited, indicate why. (Example: MWBE Solicited: No, MWBE business not found in database).
 - d. Emergency purchases need to reference the date that the emergency notification was emailed to MNBF-PC.
 - e. On service requests, indicate: "New Service" or "Not a New Service"
 - f. Funding. (Example: 25% St/75% Fed)
 - g. OGS contract information, if applies. (Example: OGS PC63829/Group 23000)
3. Vendor should be selected by completing the Vendor ID field. Requestors should NOT use "suggested vendor" link as this information cannot be viewed by requisition approvers. Refer to Bulletin SFS02 for obtaining a New York State Vendor Identification Number.
4. Requisition supporting documentation including quotes, justification memorandums, specifications, scope of work, etc. should be emailed to:
ngnystatepurchasesfs@ng.army.mil. Subject line should include Requisition Identification (ID) Number and Program. (Example: Req #5, ANG). Requisition ID Number is assigned by the SFS System after the request is entered in the system.
5. A requisition example is attached. If you should have any questions, please contact Maria Gallerie at (518) 786-4962 or your assigned MNBF-PC Purchasing Agent.