



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

State Financial System Information

SFS Bulletin Number: 24

Effective Date: 3/4/2013

Bulletin Issued by: Rob Martin

**Subject: Immediate Restrictions on Certain Purchases for Remainder
of SFY 2013-14.**

This bulletin sets forth guidance in relation to certain purchases.

1. At the direction of the Executive Chamber, the Office of General Services (OGS) has commenced an agency warehouse and storage streamlining and consolidation initiative. Through this effort, the State will take an enterprise-wide approach to agency storage needs and inventory control; assess the quality and condition of all warehouse contents; dispose of valueless items (recycling wherever practicable) or sell items that are no longer needed; and shrink the State's warehouse and storage footprint.
2. OGS will assess the necessity of these stockpiles and whether they should be disposed of, sold, or transferred to another agency to avoid unnecessary spending. Therefore, effective immediately, for the remainder of the 2012-13 State fiscal year, the agency is prohibited from purchasing the following categories of NPS items: office supplies and materials; furniture; copiers; desktop, laptop, and tablet computers; PDAs and Smartphone's; printers; and fax machines. Purchases of the aforementioned types of items that have recently been initiated, but for which there is not yet a legal commitment to the vendor, are on hold.
3. If there are any questions regarding this bulletin, please contact Mr. Rob Martin Director of Management and Budget at (518) 786-4514.