



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

State Financial System Information

SFS Bulletin Number: SFS 07-A

Date Issued: January 30, 2013

Bulletin Issued by: Maria Gallerie

Subject: Requisition Documentation Requirements

The following guidance is issued to define the requirements for submitting a requisition in the Statewide Financial System (SFS). This bulletin supersedes SFS 07 dated April 13, 2012.

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. Requestors must attach supporting documentation including quotes, justification memorandums, specifications, scope of work, etc. electronically to the requisition in the SFS system before sending it to their supervisor for approval. It will be no longer be necessary to send the requisition documentation to the SFS Purchase Inbox, as per the original version of this bulletin or per SFS Bulletin SFS 08 Issued: April 19, 2012.
5. If you should have any questions, please contact Maria Gallerie at (518) 786-4962 or your assigned MNBF-PC Purchasing Agent.