



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

**State Financial System Information**

**SFS Bulletin Number: SFS16**

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**Bulletin Issued by: Maria Gallerie**

**Subject: SFS Requisitions and Credit Card Usage**

1. Review the attached screenshot that shows when SFS requestors are entering a requisition.
2. Step #3, Review & Submit: This screen shot shows the checkbox that must be selected when using a procurement credit card. Requestors also must click the drop down arrow and select their P-Card number to verify the last 4 digits of their card number. If the card number is incorrect the requestor must notify MNBF.
3. If you have any questions regarding the above information, please feel free to contact Maria Gallerie at 518-786-4962.