As you are aware, Dave Manore has accepted another position and has resigned. We are in the process of searching for replacements. For the interim, Susan Head will be processing purchase requisitions/purchase orders and contracts. Please note the turnaround time for PO’s may be slightly longer, so we ask that you please send paperwork as soon as possible in order to prevent delays in processing and receiving orders.

We have established new email addresses in order to manage the workflow. Please do not send emails to individuals, we ask that these emails be used to assist the department with proper processing of requisitions, PO’s, contracts and P-Cards.

For [procurement@sunypoly.edu](mailto:procurement@sunypoly.edu) please send -

1. All new purchase requisitions:
   1. Orders between $2,500 and $50,000 need to have three informal quotes, if you have obtained quotes, please send all documentation with the requisition. If you do not have three quotes, we will obtain them prior to issuing a purchase order. Please make sure the purchase requisition is complete, our intention is to use our P-Cards as much as possible in order to expedite your request.
   2. Purchase requisitions should be issued and approved prior to a purchase being made. Sending and invoice with a purchase requisition does not follow procurement guidelines, as the purchase order it the official document of purchase.
2. Questions related to existing purchase orders:
   1. Please send as much information as possible if you have questions related to an existing PO, vendor, dates, product, etc. This includes any changes that may be needed or status of a PO.
3. Contracts:
   1. Generally, contracts are issued through the procurement office as determined when purchase requisitions are processed. If you have a revenue contract or a standard contract that uses a SUNY template and only require a signature please forward them to [procurement@sunypoly.edu](mailto:procurement@sunypoly.edu) with the subject line : **Contract Signature Required**

1. P-Cards:
   1. Please forward new requests, terminations or change requests (dollar limits).
   2. Change information for non-signatory account numbers charged to your P-Card
   3. All P-Card certifications require a purchase requisition to be attached to your monthly statement, approved/reviewed by your supervisor. This documentation can either be emailed or if there are large number of requests attached, you can continue to send via interoffice mail.

For [accountspayable@sunypoly.edu](mailto:accountspayable@sunypoly.edu) please send:

1. Questions related to payment status of an invoice
2. Invoices received for purchases that do not require a PO to be issued, i.e. UPS, Utilities, etc.
3. Employee reimbursements
4. Travel items:
   1. Voucher reimbursements
   2. Travel (NET) Cards
5. Journal processing
6. Receiving information/documentation

We are in the process of implementing a new eProcurement system (Jaggaer). Once it moves into production we will begin training those on campus who have the various procurement responsibilities. The software is designed to manage workflow, notify users as to next steps, notify approvers awaiting signature, record receiving and process invoices. The implementation is in process and the expected go live date will be in late March / early April. It also contains a contract data base that is intended to speed up the contract processing time. We will keep you updated on the implementation process and send a training schedule as soon as it is developed.

We thank you for your patience and understanding during this transition within the procurement office.