

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: August 26, 1977

TO: Borough Superintendents, Borough Office Managers
FROM: Joe Lazar, Director of General Services
SUBJECT: Requisition Procedures - Guide-General Service Rules

The Department of Buildings is an agency employing some 600 people. Being a City agency, we must comply with rigid regulations and restrictions set forth by the Office of the Mayor, Office of Management and Budget, Department of Purchase, and the Office of the Comptroller.

In order for this office to comply with these regulations, it is essential that all of the requisitioning cost center supervisors be made aware of the procedures which they must follow in order to obtain goods and services.

If the following procedures are strictly adhered to, you will be assisting us in improving our services to you as well as improving the City's record of payments to vendors.

I. Requisition Initiation

- a. Purchase of Goods or Services (estimated cost of \$100, or less):
 - The person requesting the service or supplies must submit a GS-1 (sample attached) to his supervisor for signature. The request should be made as clearly as possible, giving us as complete a description of the desired goods and services as possible.
 - It is the duty of the supervisor to scrutinize carefully every request sent for his approval.
 - After the supervisor signs the GS-1, he must forward it to his respective Borough Manager.
- b. Purchase of Goods or Services (estimated cost of \$100 to \$1,000):
 - The same procedure as followed above must be adhered to. However, for purchases in excess of \$100 but less than \$1,000, the Borough Superintendent must submit a letter of justification which clearly spells out the need for his request. This letter should be attached to the GS-1 when sent to the Borough Manager.
 - All requests in excess of \$1,000 must be forwarded with a letter of justification clearly spelling out the need for the request to the Commissioner for approval.
 - In all the cases mentioned above, you are encouraged to suggest the name and address of any Vendor or number of Vendors who are capable of meeting your needs. This practice may expedite the processing of your request.

II. Expeditious Handling of Emergency Requests

This office has facilities for dealing with emergency situations and will assist you in dealing with cases of this nature. Your request should be scrutinized for validity and the GS-1

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must be prepared stating the justification for the special handling and should be marked "EXPEDITE" in red.

Such requests will not be honored unless accompanied by a letter of necessity asking for expeditious handling, and signed by our Borough Superintendent.

All letters of justification must be addressed to Joseph Lazar, Director/General Services 120 Wall St., Room 1526 - 482-7763.

III. Transmittal of Requests

Upon receipt of a completed GS-1 the Borough Manager is to complete either a Purchase Requisition or Purchase Order. (samples attached)

a. Purchase Requisition -

- 1) to be completed for all purchases of supplies or equipment in excess of \$1,000
- 2) for ALL equipment rentals
- 3) for ALL service requests in excess of \$5,000

b. Purchase Order -

to be used in all cases except for those listed in "A" above

IV. Delivery of Goods or Completion of Services

- a. Upon delivery of goods or completion of services, you are required to sign all packing slips, receiving reports and invoices, and forward them immediately to Joseph Lazar, 120 Wall St., Room 1526.

This procedure is necessary in order to expedite payments to Vendors, thus inducing their providing us with more efficient services.

- b. Should the goods delivered or the services rendered not meet with your satisfaction, you are to contact us immediately.
- c. Incomplete shipments or incomplete services should be so noted on packing slips, receiving reports and invoices. This will allow us to make payment adjustments thus reflecting in savings to the City.

V. Confirmatory Orders

IN NO CASE WILL THIS OFFICE HONOR CONFIRMATORY ORDERS WITHOUT PRIOR APPROVAL. SUCH INVOICES WILL BE RETURNED TO THE INDIVIDUAL FOR PAYMENT.

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VI. Petty Cash

Each Borough will receive a \$50 petty cash account. The Borough Office Managers will be responsible for a) disbursement of petty cash b) accountability for petty cash.

Authorization for petty cash expenditures may be granted in an amount not to exceed \$20 per purchase. Should you require anything beyond that amount, authorization may be granted from me by phone.

Reimbursement Procedure - As funds begin to run short the Borough Office Manager will submit all bills on a GS-1 labelled "Petty Cash Reimbursement" and forward it to this office. You will receive a check for the amount of invoices to replenish your petty cash fund. **IN NO CASE WILL THERE BE REIMBURSEMENT FOR TAXES PAID ON PURCHASES.** Enclosed you will find a letter to be given to vendors in lieu of taxes.

VII. Personal Expenses

Personal expenses will be handled as they were in the past except for the following:

- 1) you will be responsible for verification of time records
- 2) due to procedural changes in processing personal expenses payments should be made more rapidly

VIII. Storehouse Requisitions

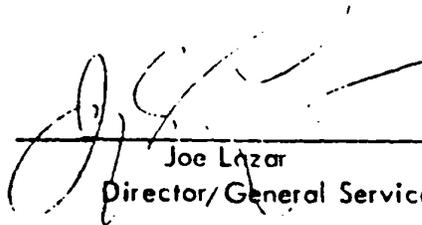
Effective immediately, Borough Offices will no longer be submitting their stock request to the NYC Division of Stores. All stock requests are to be directed to Ken Levine, Room 1521, 120 Wall St., 482-6205. He will prepare your order which should be picked-up when you are notified that it is ready. Continue to use the Storehouse Requisitions as you have in the past.

CONCLUSION:

I have tried to cover every situation which might arise in the course of your day-to-day work. As in all manuals, there are always unanswered questions and unexpected situations.

Attis:
- GS-1

cc: Comm. Walsh
Deputy Comm. Jenkins
Asst. Comm. Parascandola
I. Minkin
H. Glantz



Joe Lizar
Director/General Services

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