Date:	**December 5, 2025**
To:	**Department Heads and Campus Requestors**
From:	**Marino Pawlowski, Finance Procurement Director**
Description:	**Spring 2026 Instructional Purchases**

As the Fall semester ends and Departments prepare needs assessments for the Spring semester, the Procurement team looks forward to facilitating the acquisition of any necessary supplies, materials and services in a timely and cost-effective manner. In pursuit of this objective, and to ensure the College remains ahead of any supply chain delays or shortages, the Procurement Office requests that requisitions be entered as soon as practical. Please note that some requisitions require additional processing time, and buyers will communicate these matters to the Department directly on the submitted requisitions in CUNYBuy.

Most instructional purchases fall into two categories: Goods/Commodities and Services/Cloud-Based Software. The former category can typically be acquired within a reasonably short timeframe, while the latter may require negotiation, particularly if it is a new requirement.

For convenience, the guidance below is general advice for purchases not-to-exceed $25K. Please reach out to Procurement as soon as possible if your department anticipates any transactions that will exceed this amount for Spring 2026.

Also, as a reminder the College cannot pay for goods/commodities or services/software prior to receipt.

Goods/Commodities:

1. All requisitions must include a general justification for the purchase, including the course(s) the materials will be used for and how the item(s) contribute to the learning goals.
2. The Purchasing Office is required to review and evaluate whether any items provided on a quote can be acquired through an either a Preferred Source (NYS Industries for the Disabled, NYS Preferred Source Program for New Yorkers Who Are Blind) or existing centralized contract pricelist as negotiated by the City/State of New York, or the Federal Government. Departments are encouraged to ask vendors if they hold a centralized contract for any of the items requested, as it will streamline the process.
3. If the goods/commodities are not available from a centralized contract, the College may conduct an informal competitive process. This process will typically take 3-5 business days contingent on receipt of all requested information from the Department. Departments may also request multiple quotes to demonstrate the selected vendor's price is reasonable.
4. If the goods/commodities are only available from a single vendor, and the value of the requisition exceeds $1,000, then a single source justification must be completed. You can either complete this form electronically in CUNYBuy (it can be found under the 'Showcase' banner on the CUNYBuy landing page) or Purchasing can provide the Word document with the same questions, and it will need to be attached to the requisition. Purchasing will review and either recommend the transaction move forward as a single source or conduct an informal competitive process.

    a. Purchasing will permit purchases to be separated by class section, but requests that Departments consider the total utilization invested in a single vendor – Purchasing may require a single source justification if a department submits multiple low dollar value requisitions for a single vendor that exceeds the $1K threshold.

5. Please submit requisitions within a reasonable timeframe of getting a written quote from a vendor. Quotes may have an expiration date, and vendors are not obligated to hold pricing offered after that date lapses. Expired quotes will delay processing and may require the department to obligate additional funds if the new quote has a price increase.

6. Be mindful when selecting category codes. Some category codes trigger additional reviews which may not be applicable to your purchase and may delay Purchasing's receipt of a requisition.

Services/Cloud-Based Software:

1. All requisitions must include a general justification for the purchase, including the course(s) the materials will be used for and how the item(s) contribute to the learning goals.

2. If a new cloud-based software/service is only available from a single vendor, and the value of the requisition exceeds $1,000, then a single source justification must be completed. Since the requestors must complete the Software Purchases & Renewals form in CUNYBuy to select a software category code, Purchasing can provide the Word document for a single source with the questions that will need to be attached to the requisition. Purchasing will review and either recommend the transaction move forward as a single source or conduct an informal competitive process.
    a. If a vendor presents terms and conditions for the software, the document must be reviewed and signed off by Purchasing, no exceptions.

3. If requesting a renewal of an existing software license below $25K, Purchasing can typically process the request as long as:
    a. There are no changes to the terms and conditions of the previously negotiated agreement;
    b. The price has not risen beyond 3%; and,
    c. The product has had an IT Security and Accessibility Review completed in the past.

4. If software requires implementation or any completion-based deliverables, please reach out to the Purchasing Office to discuss.