(*date*)

Mr. Louis R. Cirelli

Director, Procurement

DASNY

515 Broadway

Albany, New York 12207

Re: Vendor Designation

Dear Mr. Cirelli:

I, \_\_\_*(name)* , certify that I am the \_\_\_\_\_*(title)*  for \_\_\_\_(facility) \_ . In such capacity, I am authorized to approve procurements and I hereby designate the below indicated vendor to DASNY for the purchase of *(product / service)* :

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Phone #: ( ) - ext.

Vendor Fax #: ( ) -

Procurement Amount: $\_\_\_\_\_\_\_\_\_\_\_

Contract No.: (If applicable and attach copy if other than a NYS/OGS Centralized Contract)

I certify that the above vendor was selected pursuant to the procurement laws, regulations, and guidelines applicable to the (*City University of New York*) including but not limited to reasonableness of price, the requirements under NYS Finance Law §139, and if applicable, NYS Labor Law for prevailing wage.

I additionally certify that the appropriate procurement records are on file in this office. I have enclosed, for your reference, a copy of the appropriately executed sole source justification, approval, and NYS Contract Reporter notice if applicable.

Should you require additional information, please contact \_\_\_\_(*contact person)\_\_\_* at (\_\_\_) \_\_\_\_ - \_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Name & Title*)