

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 202
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		ORIGINAL: January 2003 LAST REVISED: January 2014 REVISION DATE: January 2016 July 2021
TITLE: Obtaining Materials & Services Campus Storehouse Purchases		

I. Purpose

The purpose of this guideline is to define a procedure for campus storehouse purchases.

II. Procedure

Purchases can be made directly from the Campus Storehouse without prior approval from the Purchasing Department for office supplies. A complete online listing is available at their website at <https://ww3.fredonia.edu/forms/centralreceiving/catalog.asp>. Contact the Storehouse at extension 3484 or at Central.Stores@fredonia.edu with any questions.