

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 105
		PAGE NO: 1 of 1
		ORIGINAL: January 2003 LAST REVISED: January 2014 REVISION DATE: January 2016
TITLE: Requisition Processing Requisitions needing Prior Review		

I. Purpose

The purpose of this guideline is to define a procedure for obtaining prior review before ordering of goods or services can proceed.

II. Procedure

Contact Facilities Management at extension 3488 for the following:

- Air Conditioners
- Space Heaters
- Equipment requiring room modification, special installation or specific power source needs
- Carpeting

Contact Soteris Tzitzis, University Services, at extension 3257 for the following:

- Telephones
- Cellular Phones
- Contracts
- When purchases over \$50,000 are anticipated

Contact the ITS Service Center via Tracker request for the following: (also see Guideline #118)

- Computer hardware, software, and peripherals (anything that goes in, on, or connects to a computer) and audio visual equipment (drones)
- Computer Miscellaneous Supplies and Accessories
- Software, Apps, Cloud-based Services
- Computing Devices, Equipment, or Accessories (Includes Tablets, Laptops, & Measuring Devices)