

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 202
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: January 2014
TITLE: Obtaining Materials & Services Campus Storehouse Purchases		REVISION DATE: January 2016

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 <http://www.fredonia.edu/admin/CentralReceiving/form.asp> . Contact the Storehouse at extension 3484 with your questions.