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|  | PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK | GUIDELINE NO: 303 |
| | | PAGE NO: 1 of 1 |
| | | ORIGINAL: January 2003 |
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| TITLE: Vendors Mail Order Catalogs | | REVISION DATE: January 2016 |

I. Purpose

The purpose of this guideline is to define a procedure for the use of mail order catalogs.

II. Procedure

Catalogs can be an excellent source of information and sometimes, they are the only source for a needed product. Please be aware of hidden costs such as shipping and handling which can significantly affect the actual purchase price.

By using local suppliers, state money stays within the state, local vendors are supported, assembly/installation is more easily arranged, recourse is frequently better and disputes are more readily resolved.

The benefits in working with local vendors sometimes outweigh the lure of deep discount. (Also see Guideline # 119, Assembly and Installation).