

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 304
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		ORIGINAL: January 2003
		LAST REVISED: August 2011
<b>TITLE: Vendors</b> State Employee Owned Companies		REVISION DATE: January 2016

## I. Purpose

The purpose of this guideline is to define a procedure for the use of state employee owned companies.

## II. Procedure

Bulletin G202, Public Officer’s Law (know your Vendors) dated February 25, 2002 reminds all agencies of the State that no state employee shall sell any goods or services having a value in excess of Twenty-Five Dollars (\$25.00) to any State agency unless goods and services are provided pursuant to an award or contract after public notice (*Contract Reporter*) and competitive bidding (formal seal bids).

Therefore as it stands, the University will suspend doing any business with any state employee owned business without a formal bid. This purchase may have a lead-time of approximately 8 weeks for the formal bid process.