

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 401
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: January 2014
		REVISION DATE: August 2016
TITLE: Preferred Sources Vendor Selection		

I. Purpose

The purpose of this guideline is to define a procedure for vendor selection.

II. Procedure

We are required by New York State Law to purchase from Preferred Sources whenever possible. Items include office furniture such as desks, chairs, filing cabinets, office supplies, signs and many other items. Please consult Guideline #402 which lists Preferred Sources and available commodities. Every effort should be made to purchase from Preferred Sources such as:

NYS Department of Corrections (Corcraft) www.corcraft.org/

NYS industries for the Disabled www.NYSID.org

New York State Preferred Source Program for People Who Are Blind NYSPPSP.org

Preferred source vendors where cost, quality, and delivery terms meet the needs of the campus. For more information, please contact the Purchasing Department at extension 3438.

III. Source

Utilization of NYS Preferred Sources Document Number 7565 (July 26, 2016)