

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 501
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: August 2011
TITLE: NYS Commodities "P" Contracts		REVISION DATE: January 2016

I. Purpose

The purpose of this guideline is to define a procedure for the use of "P" Contracts.

II. Procedure

The Purchasing Department has hundreds of commodity contracts on file. These contracts, known as "P" contracts are regularly issued and updated by the Office of General Services for use by State agencies. These contracts can be found online.

For searching for a State contract online, go to www.ogs.state.ny.us.

- under 'For Government', click on Contracts & Purchasing
- click on Contracts – Search or Browse
- click on Search Contracts
- under 'Enter Your Query Below', type office supplies, furniture, etc. or vendor name
- **or** under 'Group Number', input commodity number (see Guideline #502 for listing).

For an alphabetized list of commodities online, go to www.ogs.state.ny.us.

- under 'For Government', click on Contracts & Purchasing
- click on Contracts – Search or Browse
- click on Commodities Contracts