

Vendor Selection

DOCUMENT INFORMATION

Document Title	Vendor Selection			
Document Type	<input type="checkbox"/> Bylaws <input type="checkbox"/> Policy Document <input checked="" type="checkbox"/> Procedures <input type="checkbox"/> Guidelines <input type="checkbox"/> Form			
Office/Unit	Purchasing Department			
Document Owner				
Contact Information	Office	Name	Phone	Email
Policy Number	Purchasing Department Policy No. 401			
Approval Date	January 2003			
Approved by				
Effective Date	January 2003			
Review Date/Schedule				
Revision History	ORIGINAL: January 2003 LAST REVISED: January 2014 & January 2016 REVISION DATE: August 2016			

DOCUMENT CONTENT

I. Purpose

The purpose of this policy 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 Policy #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 NYSPSP.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)

FAQ's	
Keywords	

Category(s)	<table border="1"><tr><td data-bbox="516 128 769 415"><input type="checkbox"/> Academic Affairs <input type="checkbox"/> Advancement <input checked="" type="checkbox"/> Financial <input type="checkbox"/> Governance <input type="checkbox"/> ITS</td><td data-bbox="769 128 1000 415"><input type="checkbox"/> Operational <input type="checkbox"/> Personnel <input type="checkbox"/> School/College <input type="checkbox"/> Student Life</td></tr></table>	<input type="checkbox"/> Academic Affairs <input type="checkbox"/> Advancement <input checked="" type="checkbox"/> Financial <input type="checkbox"/> Governance <input type="checkbox"/> ITS	<input type="checkbox"/> Operational <input type="checkbox"/> Personnel <input type="checkbox"/> School/College <input type="checkbox"/> Student Life	
<input type="checkbox"/> Academic Affairs <input type="checkbox"/> Advancement <input checked="" type="checkbox"/> Financial <input type="checkbox"/> Governance <input type="checkbox"/> ITS	<input type="checkbox"/> Operational <input type="checkbox"/> Personnel <input type="checkbox"/> School/College <input type="checkbox"/> Student Life			
Sub-Category(s)				