



Procurement and Sourcing Services

Effective Date:	February 14, 2012
Last Update/Revision:	February 14, 2012
Initiating Department:	Procurement and Sourcing Services
Responsible Department:	Requisitioning Department
Authorizing Person:	VP for Finance and Treasurer
Policy Number:	P1621

Policy Name: Scientific Chemicals and Supplies

Purpose: To establish guidelines for the procurement of scientific chemicals and supplies.

Policy: Purchase of scientific chemicals and supplies is restricted to authorized personnel only. These supplies are to be purchased on New York State or existing [University contracts](#). As a private, not-for-profit institution, the University may take advantage of purchasing contracts offered by New York State and E&I Buying Cooperative (E and I). The State utilizes the purchasing power of public institutions to bid on a variety of commodities. The University benefits from this aggregate volume by receiving better pricing and better terms.

Similarly, the E and I uses the purchasing volume of over 2,000 colleges, universities, and hospitals to develop competitively bid national and regional contracts for different commodities and services. The price discounts offered by these contracts are often significantly better than the University is able to secure on its own.

Departments that utilize New York State or E and I contracts for services or supply needs do not require competitive quotes.

This Policy Applies to: All Requisitioning Departments

Procedure: A list of New York State and E and I contracts are available on their respective websites. Departments must specify the NYS contract number or E and I contract on their purchase order requisition.

Exceptions: None

Forms: None