



THE STATE UNIVERSITY OF NEW YORK

Approved By: Cabinet  
Effective Date: May 7, 2004

Category: Financial and Business Affairs  
Contact: Purchasing & Central Services  
(585) 245-5100

**Contractual Relationships**

**Policy**

**1. General**

All agreements which involve the use of College owned equipment, supplies, facilities, and/or require the College to provide any nature of services shall be approved by the appropriate Vice President, and shall be processed through the Vice President for Administration prior to execution. Executed copies of all such agreements shall be filed with the Vice President for Administration.

**2. Arrangements/Commitments with Suppliers**

No staff member of the College shall make arrangements or commitments on behalf of the College, directly or indirectly, with any supplier relative to purchase, contracts or services of any kind<sup>1</sup> except through the Procurement Services Office, and then only after the necessary purchase requisition has been approved in writing by the respective campus department chair or appropriate administrative officer. All such intents to purchase material, equipment or services must be forwarded to Procurement Services on the hard copy form titled "Purchase Requisition or electronically as a "New Item Req" on the SUNY Web Procurement System with the necessary approvals. Contractors are expected to affirm to an equal opportunity statement.

Individuals making unauthorized commitment of state funds should be prepared to pay the supplier with personal funds.

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<sup>1</sup> This includes newspaper ads, subscriptions, and items requested on a trial basis that may later become "confirming" purchases.