

## **New York State Appropriated Orders**

### **Funds Procedures**

Orders that are funded by New York State (NYS) appropriated funds must comply with both Cornell University policy and New York State policy. Please review the individual grant requirements prior to procuring goods and/or services.

### **New York State Contracts**

The New York State Office of General Services Procurement Services Group (OGS) establishes contracts for commodities, services, and technology. These contracts are available for use by eligible entities across New York State. These contracts are established through a competitive bidding system and awarded on the basis of lowest price and/or best value to a responsive and responsible vendor. Most OGS contracts can be used to make direct purchases. All requisitions should include the OGS customer number and the NYS contract number.

### **New York State Preferred Sources**

To advance special social and economic goals, New York State grants certain providers a "preferred source" status under the law. The purchase of commodities and/or services from Preferred Sources is exempted from statutory competitive procurement requirements. State University of New York (SUNY) defines preferred sources as the correctional industries program of the New York State Department of Corrections, approved charitable non-profit agencies for the blind, any employment program serving mentally ill persons which is operated by the New York State Office of Mental Health, any qualified charitable non-profit-making agency for severely disabled persons approved by the New York State Commissioner of Education, or veterans workshops operated by the United States Department of Veterans Affairs and approved by the New York State Commissioner of Education. Appropriate backup information designating the vendor as a preferred source must accompany the requisition.

### **Resources**

For assistance with these orders, please contact [procurement@cornell.edu](mailto:procurement@cornell.edu) or the Procurement Services Help line at 254-5300.