

## State Term Contracts

Section 4:1 Revised 07/10/2001

The State enters into annual contracts with outside vendors to acquire favorable prices for many commonly used items. The State has contracts with several hundred suppliers, covering several thousand individual items.

All State agencies, including the University, are required to purchase needed items provided by State Contract from the contracting vendors. The university is not allowed to deviate from State Contracts based on cost. It is not permissible to purchase items similar to those on contract and designed to perform the same function from a non-contract source. In situations where an item on contract does not have the features needed, a justification to purchase outside the contract must be provided for consideration by Purchasing.

Information of the items on contract are found at:

[State Contracts by Commodity](#)

(search here to search by Keyword)

[State Contracts by Contract Number](#)

(if you already know the specific contract you need)