

POLICY NO: POL050

TITLE: NEGOTIATED PRICING AGREEMENTS

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

The Purchasing Office has negotiated **special pricing** agreements with a variety of suppliers for specific commodities and services. These agreements **assure low and/or competitive prices** are available. As the need arises the Purchasing Office will assist departments that choose to take advantage of these arrangements.

EDUCATIONAL AND INSTITUTIONAL COOPERATIVE

As a member institution of the National Association of Educational Buyers (NAEB) Roger Williams University is a member of the Educational and Institutional Cooperative. The cooperative is a national organization which establishes national and regional contracts at affordable prices.

OFFICE SUPPLIES

Special pricing for office supplies and goods are contracted on an annual basis. The office supply contract is intended to provide a means for departments to obtain day to day items for office operation. The agreement is not intended for the purchase of non consumable goods such as floor lamps, file cabinets, furniture, white boards or other similar products. To enforce this intent, a dollar restriction of \$200.00 per item has been established.