

WHEN IS A BID NOT NEEDED?

Purchase and receipt of controlled chemicals or hazardous materials requires a Materials Safety Data Sheet (MSDS). The Environmental, Safety, & Recycling Manager must be contacted to obtain this and for the materials to be released from Mail Services.

When ordering specialized or large equipment, contact Facilities Management for confirmation .e. electrical, HVAC, size/weight, etc.) to ensure that the unit will fit inside doorways and/or elevators and the location is structurally sound.

Firearms or weapons will **NOT** be purchased with the exception of Public Safety.

Trade-ins Contact Procurement Services prior to trading in for serial number(s) and other information that is necessary.

SIGNATURE AUTHORITY
