

March 15, 2019

All **computers & peripherals, office supplies** and **scientific/lab supplies & equipment** are now to be purchased from our contract vendors only.

Our spend has exceeded \$40,000 which requires the use of a contract for these items to assure compliance with state procurement statutes KRS45A.080 and 45A.100.

These items may not be purchased from Amazon or other non-contract vendors.

The contract information is as follows:

- **Computers and peripherals** - contact Lisa Ennis at lisa.ennis@louisville.edu to request an I.D. for ordering online
 - APPLE <https://ecommerce.apple.com>
 - DELL <https://www.dell.com/learn/us/en/04/premier>
 - CONNECTION <https://www.govconnection.com/uofl>

- **Office supplies** – contract information found on <https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Purchase%20of%20Office%20Supplies.aspx>. For assistance, contact Steve McMillin at stephen.mcmillin@louisville.edu.
 - OFFICE DEPOT, INC. <https://business.officedepot.com>

- **Scientific/Lab supplies & equipment**
 - VWR <https://us.vwr.com/store/> PRIMARY VENDOR
 - FISHER SCIENTIFIC : <https://www.fishersci.com/us/en/home.html>
Supplies proprietary and exclusive to Fisher
 - Other Scientific Contracts
<http://louisville.edu/purchasing/contracts/commodity/#S%20Commodities>

Contract information is available on the following website
<https://louisville.edu/purchasing/contracts>

For questions, please contact our service account purchase@louisville.edu.

Thank you,



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