

**ORDER OF PRECEDENCE
(Purchasing Cheat Sheet)**

General Office Supplies: P-Card/E-Procurement http://www.savannahstate.edu/fiscal-affairs/howtosupplies.shtml	Staples
Paper and Toner: P-Card/E-Procurement http://www.savannahstate.edu/fiscal-affairs/howtosupplies.shtml	Staples
Printer (Xerox Phaser): E-Procurement Only <i>Please contact Patricia Ogden in the Information Technology Office for a quote.</i>	Technology Integration Group dba PC Specialist
Toner for Xerox Phaser Printers: P-Card/E-Procurement <i>Please contact Patricia Ogden in the Information Technology Office for a quote.</i>	Technology Integration Group dba PC Specialist
Business Cards, Letterhead and Envelopes: P-Card/E-Procurement http://www.savannahstate.edu/fiscal-affairs/howtobusinesscrds.shtml	AlphaGraphics
General Audio Visual Products: E-Procurement Only Computer Service Approval Required	Onepath Systems Unified AV Systems Audio Visual Innovations, Inc. Troxell Communications, Inc. Southern Computer Warehouse, Inc.
Computer Peripherals: P-Card/E-Procurement Computer Service Approval Required – Call Patricia Ogden for a Quote	Southern Computer Warehouse, Inc.
PC Hardware, Related Equipment and Services: E-Procurement Only Computer Service Approval Required http://www.savannahstate.edu/faculty-staff/computer-services/CampusStandardizedEquipment.shtml	Dell/Apple
MRO–Facilities, Maintenance, Repair and Operations, Industrial Supplies and Tools: P-Card/E-Procurement	ZEP – Cleaning Supplies Grainger, Inc. MSC Industrial Supply
MRO-Building Supplies: P-Card/E-Procurement	Home Depot Retail Only for State Rates

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Custodial and Hospitality Supplies:

P-Card/E-Procurement

Dade Paper (Can Liners/Personal Paper)
Southeastern Paper Group
(Disposable Food Service Items)

Lawn and Garden Mowers, Agricultural and Industrial Tractors, and Accessories:

P-Card/E-Procurement

Westover Lawn and Garden
Hall Manufacturing, LLC
Alamo Group (TX), Inc.
Atlanta Kubota, LLC
Golf Ventures, Inc.
Briggs & Stratton Power Products Group
CNH America LLC New Holland Agriculture
Florida Outdoor Equipment
T K Industries, Inc.
Environmental Products of Florida Corp
John Deere Shared Services, Inc.
Lost Mountain Outdoor Power Equipment
ASC Construction Equipment
Jerry Pate Turf & Irrigation, Inc.
Tiger Corporation
Atlantic & Southern Equipment
JCB, Inc.
Ariens Company
Venture Products, Inc.
Mordge Manufacturing, Inc.
Cowin Equipment Company
G J & L, Inc.
Flint Equipment Co., Inc.
Wade Tractor & Equipment, Inc.
Yancey Brothers Company
Lashley Tractor Sales, Inc.
Deere & Company

Paint Interior/Exterior and Associated Supplies:

P-Card/E-Procurement

Sherwin Williams Co.

Lamps and Ballasts:

P-Card/E-Procurement

E. Sam Jones Distributor
Grainger, Inc.
Graybar Electric Company
Regency Lighting
Voss Lighting

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Biological Supplies/Lab Equipment:

P-Card/E-Procurement

VWR International
Fisher Scientific Company, LLC
Carolina Biological Supply Co.
Ward's Natural Science
Leica Microsystems, Inc.
MedSupply Partners LLC
Nikon Instruments, Inc.
Varshaw Scientific, Inc.
Capitol Microscope Services

Note: Please remember to report all hazardous materials purchased to Randall Lowery, Safety & Quality Control Manager.

Industrial, Medical and Special Gas:

P-Card/E-Procurement

NexAir
Air Gas USA, LLC
Air Products and Chemicals, Inc.

Diagnostic Instruments:

P-Card/E-Procurement

The Instrument House, Inc.

Culture Media, Dehydrated & Prepared:

P-Card/E-Procurement

Fisher Scientific Company, LLC
KSE Scientific
Remel, Inc.
VWR International

Herbicides:

P-Card/E-Procurement

CWC Chemical, Inc.

Hospital and Medical Supplies:

E-Procurement Only

Physician Sales and Services
McKesson Medical Surgical

Ammunition (Public Safety Only):

P-Card/E-Procurement

Gulf States Distributors, Inc.
Craig's Firearm Supply Police Distributors, Inc.

Forensic Supplies:

P-Card/E-Procurement

The Peavey Corporation (Lynn Peavey Company)

**Guns, Pistols, Rifles, Shotgun & Ammunition
(Public Safety Only):**

P-Card/E-Procurement

Smyrna Firearm Supply, Inc.
Clyde Armory, Inc.
Ed's Pawn Shop, Inc.
GT Distributors, Inc.
Gulf States Distributors
Precision Delta Corporation
Smyrna Police Distributors, Inc.

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Law Enforcement Equipment (GSA Schedule 84): GSA, Inc.

P-Card/E-Procurement

Please contact Pamela D. Wright in the Procurement Office if assistance is needed.

Tires and Tubes, Pneumatic and Solid:

P-Card/E-Procurement

ARI Reporting

Goodyear Tire & Rubber Company, Inc.

Bridgestone Americas Tire Operations, LLC

Tire Retreading and Repair Services:

P-Card/E-Procurement

ARI Reporting

Bridgestone Bandag LLC (Firestone)

Auto, Truck, Bus Parts and Maintenance Parts Management:

P-Card/E-Procurement

ARI Reporting

NAPA/Genuine Part Company, Inc.

Motor Vehicle Maintenance & Inventory Management Services:

P-Card/E-Procurement

ARI Reporting

Automotive Rentals, Inc. (ARI)

Furniture to include Bookcases, File Cabinets and Chairs:

E-Procurement Only

Please contact Pamela D. Wright in the Procurement Office

Metal File Cabinets:

E-Procurement Only

Please contact Pamela D. Wright in the Procurement Office

Georgia Correctional Industries (GCI)