

Lee Group Current Purchasing Policy (5/20/05)

If the current prices are comparable among all vendors, use the following priority:

- 1) Sigma--Aldrich through University Research Stores (5% discount & no shipping or other charges).
- 2) Fisher--Acros through the Chemistry Office (no shipping charges & occasional hazard fee).
- 3) VWR--Alfa-Aesar through the Chemistry Office (no shipping charges & occasional hazard fee).
- 4) Lancaster, P&B, TCI, etc. through the Chemistry Office (ask Olivia each time for an estimate of shipping and other charges).

*If the current prices are **not** comparable among all vendors,* then determine the lowest **total** cost and choose the cheapest overall route.

To determine current prices, call the vendor -- don't rely on catalog prices.