

Director of Business and Fiscal Affairs

FINANCE & ADMINISTRATION

**CCNY Procurement Bulletin**

To: All Departmental Procurement Liaisons

From: Brian A. Genzmann

 Director of Business and Fiscal Affairs

Subject: University-wide virtual bookstore contract with Akademos, Inc.

Date: February 4, 2019

The University-wide virtual bookstore contract with Akademos, Inc. is **ONLY** intended for purchases made by students. College departments are prohibited from making purchases with Akademos, Inc., utilizing the University’s virtual bookstore contract.

As a reminder, requisitions must be submitted and approved in CUNYfirst, and orders for books will be placed by the Purchasing department, using the appropriate sourcing method. Any requisitions submitted in CUNYfirst with Akademos, Inc. as the designated vendor, will be sourced through other contractors, as determined by the College’s Purchasing department.

College departments are encouraged to reach out to the Purchasing department, should they have questions about their particular need.

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