

The aims and objectives of the Office of Procurement, Department of General Services, are:

- To purchase the correct material of the right quality in the proper quantity at the right time from the proper source.
- To conserve public funds through reduction in cost and improvement in the quality of materials purchased.
- To reduce the overhead cost of buying.
- To reduce the volume and streamline the flow of paper work.
- To promote a system of material simplification and standardization throughout the State in order that better materials at minimum cost may be secured for all agencies.
- To improve the speed of delivery to agencies by predetermining through contracts or other appropriate means the sources of supply before an actual need for the particular material in question becomes known.
- To bring the sources of supply as geographically close to the point of use of materials as is consistent with economical purchasing through contracts or other means. In short, to decentralize the sources of supply if decentralization does not command a price premium.