



**Office of
General Services**

**Procurement
Services**

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General Information Bulletin

Subject: Purchasing New York State Food Products

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DESCRIPTION: Guidelines for Purchasing New York State Food Products and Reporting Requirements

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In accordance with State Finance Law § 165(4), the Office of General Services (OGS) and the Department of Agriculture & Markets (DAM) have issued "Guidelines for Purchasing New York State Food Products."

The Guidelines are posted to OGS's website and may be found at <https://nyspro.ogs.ny.gov/content/food-guidelines>

In addition, OGS has created a template to be completed by any agency buying food products, whether NYS grown/harvested/produced or processed.

This template may also be found at <https://nyspro.ogs.ny.gov/content/food-guidelines>

Please note that agencies are required to report any food purchases, whether using NYS centralized contracts or agency-specific contracts, to OGS in a compiled format.