

TO: Deans, Directors and Department Chairs

FROM: Kevin C. Wilcox  
Associate Vice President and Controller

SUBJECT: Bottled Water

DATE: October 1, 2009

As you may know, earlier this year Governor Patterson signed Executive Order 18 which prohibits using State funds to purchase bottled water for use in State facilities. The Order applies to both individual sized bottles as well as the larger containers commonly used on water coolers. The Executive Order can be viewed at [http://www.state.ny.us/governor/executive\\_orders/xeorders/eo\\_18.html](http://www.state.ny.us/governor/executive_orders/xeorders/eo_18.html).

After considering all available options, the University has determined that the most equitable course of action is to cease all routine purchases of bottled water with both State and other campus funding sources including, but not limited to IFR accounts, Research Foundation accounts, UAS funds, UA Foundation accounts, and Student Housing Corporation funds. Accordingly, all departments and affiliated entities must take the following steps to enact the provisions of Executive Order 18:

- Make no purchases using any campus funds of bottled water that will not be used in its entirety prior to October 31, 2009. This includes purchases via contract, purchase order or use of a procurement or credit card.
- Notify vendors, either directly or after consulting with the campus Office of Purchasing and Contracts, regarding the need to terminate water purchases in order to comply with the Executive Order. Please request that any vendor-owned equipment be removed from campuses by November 15, 2009.

Please note that Executive Order 18 does not apply to water clubs that employees have voluntarily funded. Should a group of employees wish to assess themselves a fee and privately purchase bottled water, they are free to do so. However, any resulting contracts or agreements for bottled water will be between the individual(s) overseeing the club and the vendor. The contract or agreement cannot name the University at Albany, SUNY, the state, UAF, UAS or any other campus entity as a party to the agreement.

The Executive Order also does not apply to Chartwells and our other vendors. Bottled water will remain for sale at our dining facilities and vending outlets. Also, special events such as catered lunches often present unique challenges making the use of tap water impractical. Accordingly, you may continue to purchase bottled water in those circumstances.

Should you have any questions regarding the policy, please contact Stacy Stern at 956-8120. If you have questions regarding existing vendor contacts, please call Ken Jones at 437-4579. Please distribute this memorandum to all parties who will be impacted by this change and thank you in advance for your cooperation in this matter.

Cc: Vice Presidents