



The University of Georgia

Office of the Senior Vice President for Finance and Administration
Procurement Office

Mandatory Source for Metal Filing Cabinets

The State of Georgia has a mandatory source, Georgia Correctional Industries, for the purchase of metal filing cabinets. The only time metal filing cabinets can be purchased from a vendor other than GCI, is if the new cabinet must match an existing cabinet that was purchased from another source, or if budgetary constraints do not permit a purchase with GCI.

How do I place an order with this vendor?

Please submit a purchase request listing the part number, general description, and color. If you are purchasing multiple filing cabinets please also list if you would like the cabinets to be keyed alike.

Where can I find out more about the filing cabinets available?

We have attached a pricing list and product information [here](#). GCI also has a website available for more details on products sizes and colors.

www.gci-ga.com

Are there any discounts available?

Yes, please see the price list above to see quantity discounts..

Can I use my P-Card?

Yes, provided that the total purchase will not exceed your single transaction limit.

Direct questions regarding this commodity to:

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