

The Purchasing Post

Freight (Part II)

Where was I? Oh yes!

K-State Purchasing has started asking vendors to break out the shipping costs of items in their bid responses. Because some vendors will use freight charges as an additional profit center, it is in our best interest to determine what the actual cost is to ship an item. Therefore we need to know the shipping zip code, the weight, and the class of the item, as discussed in last month's Purchasing Post. On the occasions when Purchasing solicited additional freight bids, we saved the department a couple of hundred dollars. Interested? Please work with Roger Johnson & Chris Dekat on how your freight costs could be reduced.

Along with determining the shipping of items, I want to make departments aware of the importance of receiving items properly, too. Chapter 6310, Section 080 of the K-State's Policy & Procedures Manual discusses the proper procedure in accepting shipments. (www.k-state.edu/policies/ppm/6310.html#unsatmerch). More often than not, items are received in good condition and ready to be used. However, if there is damage, it is important to catch the problem at the time of delivery.

Reminder – When filling out the APV for an order placed by Purchasing on the dept's behalf, remember to always include the order number and the suffix number in the funding information. Failure to provide this info will result in the form being rejected or the encumbrance not being liquidated. Purchasing also requires the requisition number and the contract number on the APV to help us identify the order to which the payment belongs.



Dates

May 20, 2009
Purchase Requisitions
under \$25,000 are due

June 23, 2009
Agency Payment Vouchers
(APV) & Interfunds are due

June 23, 2009
BPC & BTA payments are
due

June 30, 2009
KSU Encumbrance Forms
(KSU118) due by 12:00
noon

