

## Purchasing Guidelines – Quick Reference

OBTAIN ANY NEEDED APPROVAL OR WAIVERS REGARDLESS OF COST OR SOURCE

Process	Department's Role and Responsibilities	Purchasing's Role and Responsibilities	Result of Process
<b>KANSAS STATE USE CATALOG</b>	Purchase from established vendors regardless of cost.	Assist departments as needed. Audit payments.	Compliance with K.S.A. 75-3317 to 75-3322.
<b>SMALL PURCHASES &lt;\$10,000</b> Departmental discretion to use contracts, solicit bids or purchase directly.	<ul style="list-style-type: none"> <li>• Total purchase amount is under \$10,000.</li> <li>• Compare pricing between contract and other vendors.</li> <li>• Use Business Procurement Card (BPC) as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Available to answer questions and/or assist as needed.</li> <li>• Will recommend established contract vendors.</li> </ul>	Department places order directly.
<b>PURCHASES AT \$10,000 or MORE</b> Contract	Products/services are available from K-State approved contracts.	Assist departments as needed and audit payments.	Department places order directly.
<b>PURCHASES AT \$10,000 or MORE</b> Non-Contract: Request for Quotation (RFQ); Competitive bids must be solicited.	<ol style="list-style-type: none"> <li>1. Submit Purchase Requisition (PR).</li> <li>2. Include list of vendors and detailed specifications.</li> <li>3. Review bids and send recommendation to Purchasing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review PR &amp; specs.</li> <li>2. RFQ posted on website and applicable vendors notified.</li> <li>3. Send valid bids to department for review and recommendation.</li> <li>4. Award bid.</li> </ol>	<ul style="list-style-type: none"> <li>• Purchasing issues purchase order.</li> <li>• Compliance with Board of Regents and University policies.</li> <li>• Responsible use of department funds by seeking competition and obtaining best pricing and service.</li> </ul>
<b>INVITATION FOR BID (IFB)</b> Open-end contract, may reserve right to negotiate  <b>REQUEST FOR PROPOSAL (RFP)</b> Open-end contract, negotiation committee formed	<ol style="list-style-type: none"> <li>1. Determine needs over time period.</li> <li>2. If negotiations required, send letter to VPAF for Procurement Negotiation Committee (PNC).</li> <li>3. Submit PR, specs, vendors and est. usage.                             <ul style="list-style-type: none"> <li>• CONFIDENTIAL</li> </ul> </li> <li>4. Recommendations to Purchasing, negotiate as part of committee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review documents, determine which method works best for dept. and situation.                             <ul style="list-style-type: none"> <li>• CONFIDENTIAL</li> </ul> </li> <li>2. Bids sent to department for review.                             <ol style="list-style-type: none"> <li>2b. RFP – coordinate negotiations with vendors and department.</li> </ol> </li> <li>3. Award contract.</li> <li>4. Administer contract.</li> </ol>	<ul style="list-style-type: none"> <li>• Purchasing creates contract. Department places contract orders as needed.</li> <li>• Compliance with Board of Regents and University policies.</li> <li>• Responsible use of department funds by seeking competition and obtaining best pricing and service.</li> </ul>
<b>SPECIAL SITUATION PURCHASES</b> Sole Source           Emergency	<ol style="list-style-type: none"> <li>1. Verifies information that no competition exists or special circumstances.</li> <li>2. Submit Prior Authorization (PA) form with appropriate documentation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review Prior Authorization and justification/information.</li> <li>2. Require PR or bids, if necessary.</li> <li>3. Authorize, if deemed appropriate.</li> <li>4. Report accordingly.</li> </ol>	<ul style="list-style-type: none"> <li>• Ensures check for legitimacy on purchases without competition.</li> <li>• Compliance with Board of Regents and University policies.</li> </ul>
	Contact Purchasing. Solicit 3 phone bids, if directed. Submit PA form.		