PURCHASING TRAINING

KANSAS STATE UNIVERSITY
PURCHASING OFFICE
21 ANDERSON HALL
919 MID-CAMPUS DR. NORTH
MANHATTAN, KS 66506
PHONE: 785-532-6214
FAX: 785-532-5577
Email: kspurch@k-state.edu
Website: http://www.k-state.edu/finsvcs/purchasing/

WELCOME TO PURCHASING!

PURCHASING STAFF

- Carla Bishop, Director
- Cathy Oehm, Asst. Director
- Julie Wilburn
- Joyce Polson
- Kristin Copeland

PURCHASING ASSISTANCE

Purchasing provides help with
1. Uphold University policies and procedures
2. Mitigating risks
3. Creating efficiencies
4. Purchasing expertise and experience
5. Sourcing assistance
6. Stretching University dollars

TOPICS

A. What are the rules?
B. What are my purchasing tools?
C. When do I use each one?
D. How can I get more help?

GOVT PURCHASING FUNDAMENTALS

A. Competition
B. Impartiality
C. Maximizing Tax Dollars
D. Openness
### RULES: STATE OF KANSAS STATUTES

A. KSA 76-769 = Board of Regents Authority  
B. KSA 75-3317 to 75-3322 = Persons with Disabilities Act  
C. KSA 45-216 = Open Records Act  
D. KSA 75-6403 = Prompt Payment Act  
E. KSA 76-721 & 76-725 = Authority to Contract

### RULES: WHERE TO BUY?

A. State Use Catalog (Mandatory)  
   ([www.ksstateuse.org](http://www.ksstateuse.org))  
B. Contracts  
   ([www.ksu.edu/policies/ppm/6312.html](http://www.ksu.edu/policies/ppm/6312.html))  
C. Other State Agencies  
   - Kansas Correctional Industries

### RULES: WHERE TO BUY? (CONT’D)

D. Other KSU Departments  
   1. University Printing (Waiver Required)  
   2. Facilities (Building & Grounds) (Waiver Required)  
   3. Telecommunications (Waiver Required)  
   4. Union Computer Store (Apple dealer)  
   5. Storerooms (Chemistry, Facilities, etc.)  
E. Go Out for Bid

### RULES: WHAT ARE THE LIMITS?

A. Local Authority – Under $5000 (TOTAL!)  
B. KSU Purchasing – Unlimited  
C. Board of Regents – Unlimited

### TOOLS: HOW TO BUY?

A. Available from previously mentioned sources  
   Place order directly, regardless of dollar amount.  
B. Under $5000? Proceed with order.  
C. $5000 or more and not available from approved sources? Send Purchase Requisition to Purchasing to begin bid process.

### HOW TO GET STARTED: WHAT WE NEED DEPTS TO DO

A. Purchase Requisition, signed  
   1. Specifications electronically via E-forms  
   2. List of potential vendors:  
      * contact person  
      * phone number  
      * fax number  
      * e-mail  
   3. Submit to kspurch@k-state.edu
HOW TO GET STARTED:
WHAT PURCHASING WILL DO
A. Review Specifications
B. Order or Contract
C. Delivery
D. Trade-in? Need Disposition of Property form

KSU PURCHASING PROCEDURES
A. Request for Quotations (RFQ)
1. RFQ's can be viewed at the following website: https://dfs.ksu.edu/RFQ/
2. Departments should review RFQs for errors
3. Amendments to the RFQ

KSU PURCHASING PROCEDURES
B. File sent to department for review.
C. Recommendation Received
1. Document reasons for rejecting Low Bids
2. Delivery
3. Funding
D. Purchase Order or Contract established
E. Do Not Pay in Advance

KSU PURCHASING PROCEDURES
F. Product received in good condition.
   If there is any damage to the package or crate, DO NOT accept shipment
G. Problems Occur
1. Contact vendor first
2. Written Complaint
3. KSU error? Restocking fee & freight.
H. Vendor Protest? Purchasing will be in touch.

HOW TO LEASE PROPERTY
A. Unoccupied Space; e.g. land, storage
B. Occupied Space; e.g. office, housing
1. 10,000 square feet
2. 24 month commitment
C. American Disabilities Act
D. Tax Clearance
E. Energy Audit

REAL ESTATE LEASE AGREEMENT
NOTICE TO LESSOR AND LESSEE: PURSUANT TO THE REQUIREMENTS OF K.S.A.75-3730, 3739 (1) and 3743, as amended. NO LEASE AGREEMENT IS EFFECTIVE NOR MAY EXPENDITURES BE MADE UNTIL THE AGREEMENT HAS BEEN SIGNED AND THE REQUIRED APPROVALS AFFIXED HERETO. Clauses printed in this contract are considered mandatory and may only be supplemented by a special provision approved by the Department of Administration.

CONTRACT PARTIES
LESSOR (First Party or 1st Party)
Contact Person: 
LESSOR NAME: 
Address: 
City: State: Zip Code: 
Telephone: Fax: Email Address: 
Type of Firm: 
Individual Partnership Corporation Government L.L.C. 
Taxpayer Identification No.: 
LESSEE (Second Party or 2nd Party)
Contact Person: 
LESSEE NAME: 
Address: 
City: State: Zip Code: 
Email Address: 
Telephone: Fax: 
Leased Property Description: 
Street Address: 
City: County: State: Zip Code: 
WITNESSETH, that First Party, in consideration of the rents, covenants and agreements of Second Party, hereinafter set forth, does let, lease and rent to Second Party the above described property...
SPECIAL APPROVAL

A. Prior Authorization Form
   1. Sole Source, Emergency, Special Situation
   2. Supporting Documentation
   3. In Doubt? Bid It

B. Reported

LEGAL CONTRACT

1. Capacity
2. Legality
3. Consideration
4. Mutual Agreement

LEGAL FORMS

1. Board of Regents Letter
2. Departmental Signature Authority
3. Office of General Counsel Checklist
4. DA-146a
5. DO NOT SIGN ANYTHING! Only a handful of people are authorized by the President to sign

Purchasing Signature Authority

D.iv. of Financial Services / Purchasing Office
21 Anderson Hall
Kansas State University
Manhattan, KS  66506
kspurch@k-state.edu
785-532-6214

New Form
Add to Existing Authorities
Replace all Existing Authorities

Department Head: _____________________________________________
Department: __________________________________________________

This form certifies that as of _____________________ (date), this department recognizes the following individuals as approved signatures for purchasing documents, including requisitions, prior authorization requests, purchase orders, agreements, and contracts as allowed by State of Kansas and Kansas State University policies and procedures.

If signing for department head as a proxy, sign/stamp department head's name and initial next to it. Print proxy's name as "Printed Name".

____________________________  ____________________________ ___________________________
Signature     Printed Name    Position / Title

____________________________  ____________________________ ___________________________
Signature     Printed Name    Position / Title

____________________________  ____________________________ ___________________________
Signature     Printed Name    Position / Title

____________________________  ____________________________ ___________________________
Signature     Printed Name    Position / Title

____________________________  ____________________________ ___________________________
Signature     Printed Name    Position / Title

____________________________  ____________________________ ___________________________
Signature     Printed Name    Position / Title

________________________________________  ________________________________________
Signature of Dept Head or Dean     Printed Name of Dept Head or Dean

By signing this form I agree that I will attach the State of Kansas Contractual Provisions attachment (form DA-146a) listing State and University terms and conditions to contracts under my authority and will forward the set of forms to the K-State's General Counsel for review prior to contract approval.

(rev. Aug 2015)
TYPES OF CONTRACTS

A. IFB/RFP
B. Professional speakers
C. Consultants
D. Software
E. Maintenance
F. Leases / Rentals
G. Revenue

SERVICES

A. Approvals & Waivers
B. Sales & Use Tax
C. Insurance
D. Vehicles & Motorpool
E. Trademark Licensing
F. Audit
G. Governmental / Higher Ed Buyers
H. Vendor Information

SERVICES (CONT’D)

I. Purchasing Listserv (purch@listserv.ksu.edu)
J. Purchasing Post
K. Website
L. Financial Services
   1. Sponsored Programs
   2. Accounts Payable & Asset Management
   3. Fund Balancing
   4. Financial Reporting

SERVICES FORMS

1. Insurance Letter
2. Tax Exemption
3. Vehicles
GRANT ISSUES

A. Prior Authorization
B. Excluded Parties List System
C. Disadvantaged Business Enterprises (DBE)
   1. Small Business
   2. Minority Business Enterprises
   3. Women Business Enterprises
D. American Made
E. Coming Soon: Some grants will require competitive bids started at $3000 and that at least 3 bids are solicited

WHERE TO FIND OUR FORMS:
http://www.k-state.edu/finsvcs/purchasing/forms.html

WHERE TO FIND OUR FORMS:
https://dfs.ksu.edu/eforms

RECAP

A. State Use Catalog
B. KSU Approved Contracts
C. $5000 or more, not on contract, contact Purchasing
D. University Policy / Board of Regents / State of Kansas

WE ARE NOT BOB, WE ARE HERE TO HELP!

QUESTIONS?