PURCHASING TRAINING

KANSAS STATE UNIVERSITY
DIVISION OF FINANCIAL SERVICES
PURCHASING OFFICE
UNGGER COMPLEX
2323 ANDERSON AVENUE, SUITE 500
MANHATTAN, KS  66502
PHONE:  785-532-6214
FAX:  785-532-5577
Email:  kspurch@k-state.edu
Website: http://www.k-state.edu/finsvcs/purchasing/

PURCHASING SERVICES

Purchasing
1. Uphold University policies and procedures
2. Mitigate risks
3. Create efficiencies
4. Provide expertise and experience
5. Assist in Sourcing
6. Help stretch University dollars

WHERE TO BUY

A. State Use Catalog (Mandatory)
   (www.ksstateuse.org)
B. Contracts – University approved
   (http://www.k-state.edu/finsvcs/purchasing/contract.html)
C. Other KSU Departments
   1. University Printing
   2. Facilities – Buildings & Ground
   3. Information Technology – Hardware, Software, Network, Phone
   4. K-State Campus Store (Apple dealer)
   5. Storerooms (Chemistry, Facilities, etc.)

WHERE TO BUY (CONT'D)

D. Other State Agencies
   • Kansas Correctional Industries
   • http://www.kancorind.com
E. K-State Surplus Property
   • https://dfs.ksu.edu/surplus/
F. State Surplus Property
   • https://www.admin.ks.gov/offices/surplus-property/state-surplus
G. Go Out for Bid

HOW TO BUY

A. Available from previously mentioned sources
   Place order directly, regardless of dollar amount.
B. If Under $10,000 (Total Cost Commitment) - Proceed with order.
C. If $10,000 or more and not available from K-State approved sources - Send Purchase Requisition to Purchasing to begin bid process.

HOW TO GET STARTED

A. Purchase Requisition, signed
   1. Specifications electronically via E-forms
   2. List of potential vendors:
      *contact person
      *phone number
      *e-mail
   3. Submit to kspurch@k-state.edu
WHAT HAPPENS IN PURCHASING

A. Review Specifications
B. Check for support documents
   (i.e. waivers, disposition of property, minute number, etc.)
C. Pre-bid meeting if needed
D. Order or Contract
E. Delivery
   (i.e. date needed by, loading docks, lift needed, etc.)

KSU PURCHASING PROCEDURES

A. Solicitations (RFQ, IFB, RFP)
   1. Solicitations can be viewed at: https://dfs.ksu.edu/rfq/
   2. Departments should review for errors
   3. Amendments to the Solicitations

KSU PURCHASING PROCEDURES

B. File sent to department for review.
C. Return Recommendation
   1. Document reasons for rejecting Low Bids
   2. Delivery
D. Purchase Order or Contract created
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.

SPECIAL APPROVAL

A. Prior Authorization Form
   1. Sole Source, Emergency, Special Situation, Grants
   2. Supporting Documentation
   3. In Doubt? Bid It
B. Reported
MAKINGS OF A CONTRACT

1. Board of Regents Letter
2. Departmental Signature Authority
3. Office of General Counsel Checklist
4. Contractual Provisions Attachment (KSU-146a)
5. DO NOT SIGN ANYTHING! Only a handful of people are authorized by the President to sign
TYPES OF CONTRACTS

A. Negotiations  
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  
I. Purchasing Listserv (purch@listserv.ksu.edu)

SERVICES (CONT’D)

J. Business Services Update newsletter  
K. Website  
L. Financial Services  
  1. Sponsored Programs  
  2. Accounts Payable & Asset Management  
  3. Fund Balancing  
  4. Financial Reporting

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

RECAP

A. State Use Catalog  
B. KSU Approved Contracts  
C. $10,000 or more, not on contract, contact Purchasing  
D. University Policy / Board of Regents / State of Kansas
WHERE TO FIND PURCHASING FORMS
http://www.k-state.edu/finsvcs/purchasing/forms.html
https://dfs.ksu.edu/eforms

THANK YOU FOR COMING!