

Purchasing Guidelines – Quick Reference

OBTAIN ANY NEEDED APPROVAL OR WAIVERS REGARDLESS OF COST OR SOURCE			
Process	Dept.'s Role & Responsibilities	Purchasing's Role & Responsibilities	Result of Process
KANSAS STATE USE CATALOG	Purchase from established vendors regardless of cost.	Assist departments as needed. Audit payments.	Compliance w/ K.S.A. 75-3317 to 75-3322.
SMALL PURCHASES <\$5,000 Departmental Discretion to use contracts, solicit bids, or purchase directly.	<ul style="list-style-type: none"> • Total purchase amount is under \$5,000. • Compare pricing between contract & other vendors. • Use Business Procurement Card (BPC) as much as possible. 	<ul style="list-style-type: none"> • Available to answer questions and/or assist as needed. • Will recommend established contract vendors. 	Department places order directly.
PURCHASES AT \$5000 or MORE Contract	Products /services are available from K-State approved contracts.	Assist departments as needed, and audit payments.	Department places order directly.
PURCHASES BETWEEN \$5,000-\$49,999 Non-Contract: Request for Quotation (RFQ); Competitive bids must be solicited.	<ol style="list-style-type: none"> 1. Submit Purchase Requisition (PR). 2. Include list of vendors & <i>detailed</i> specifications. 3. Review bids & send recommendation to Purchasing. 	<ol style="list-style-type: none"> 1. Review PR & Specs. 2. RFQ posted on website and applicable vendors notified. 3. Send valid bids to department for review and recommendation. 4. Award bid. 	<ul style="list-style-type: none"> • Purchasing issues purchase order. • Compliance with Board of Regents / University policy. • Responsible use of department funds by seeking competition and obtaining best pricing & service.
PURCHASES ABOVE ≥\$50,000 Non-Contract - RFQ Sealed Bids	Same steps as above.	Same as above except bids must be received sealed.	Purchasing issues order as per above.
Invitation for Bid (IFB) Open-end contract, may reserve right to negotiate. Request for Proposal (RFP) Open-end contract, negotiation committee formed	<ol style="list-style-type: none"> 1. Determine needs over time period. 2. If negotiations required, send letter to VPAF for Procurement Neg. Committee (PNC). 3. Submit PR, specs, vendors, and est. usage. <ul style="list-style-type: none"> • CONFIDENTIAL 4. Recommendations to Purchasing, negotiate as part of committee. 	<ol style="list-style-type: none"> 1. Review Documents, determine which method works best for dept and situation. <ul style="list-style-type: none"> • CONFIDENTIAL 2. Bids sent to Department for review. 2b. RFP – coordinate negotiations w/vendors & dept. 3. Award Contract. 4. Administer Contract. 	<ul style="list-style-type: none"> • Purchasing creates contract. Department places contract orders as needed. • Compliance with Board of Regents / University policy. • Responsible use of department funds by seeking competition and obtaining best pricing & service.
SPECIAL SITUATION PURCHASES Sole Source Emergency	<ol style="list-style-type: none"> 1. Verifies information that no competition exists or special circumstances. 2. Submit Prior Authorization (PA) form with appropriate documentation. <hr style="border: 0.5px dashed black;"/> <p>Contact Purchasing. Solicit 3 phone bids, if directed. Submit PA form.</p>	<ol style="list-style-type: none"> 1. Review Prior Authorization and justification/information. 2. Require PR or bids, if necessary. 3. Authorize, if deemed appropriate. 4. Report accordingly. 	<ul style="list-style-type: none"> • Ensures check for legitimacy on purchases w/out competition. • Compliance with Board of Regents / University policy.