PURCHASING 101

Tips and Tricks for Your Purchasing Toolbox
WELCOME

Purchasing works to procure the best products and services for K-State.

Our services are available to you whenever you need them.

• Purchases
• Leases
• Contracts

We are here to help!
Where to Buy

- Contracts  www.k-state.edu/finsvcs/purchasing/contract.html
- State Use Catalog
- Facilities and University Printing/Copying Services
- KSU Departments/State Agencies
- Direct Buy Authority up to $10,000 (total cost commitment)
- Special Authority
- State of Kansas Procurement & Contracts
Purchasing Website

Division of Financial Services

Kansas State University Purchasing Office’s mission is to support and facilitate the instructional, research, and public service missions of the University by applying the best methods and best business practices when K-State is acquiring supplies, materials, equipment, goods, property, printing, services, and leases of real property. Within the context of the K-State environment, Purchasing will promote the development and use of purchasing processes that, in turn, promote the pursuit of excellence and the best interests of K-State while maintaining the highest possible integrity, broad based competition, fair and equal treatment of the business community, and increased economies & efficiencies in the purchasing process. K-State Purchasing communicates and collaborates with other state universities and the State of Kansas Procurement and Contracts office to insure that all procurement opportunities where mutual benefit can be obtained are achieved.
Sources

Listed below are items currently on Kansas State University approved contracts or available from the State Use Catalog (Blind & Severely Disabled Made Products). These items are to be purchased from the appropriate sources, e.g. contract vendor, KSU department, or state agency. Purchases of contract items from sources other than those listed may become the personal responsibility of the individual authorizing the purchase. Information on any of the contract items are available in the KSU Purchasing Office, 2303 Anderson Ave, Suite 300, (785) 532-6314, kpurch@k-state.edu.

Refer to Policies and Procedures Manual for information on the appropriate purchasing procedure for items not covered by established contracts.

Required Purchases from State Use Vendors

Revision: Writing Utensils, Plastic Bags, Soaps & Sanitizers, Cleaning Towels, Biohazard Clean-Up Kits

KETCH: Air Filters, Safety Glasses, Safety Products

Items available directly from the vendors, the State Use website (http://www.kstateuse.org) or the Staples Advantage website (http://www.staplesadvantage.com).

Contracts (opens in a new window)

Other Sources

K-State Software Licenses
State Use Catalog
Kansas Correctional Industries
K-State Surplus Property
State of Kansas Surplus Property
Federal Surplus Property

State of Kansas Procurement Contract List (add 50K before the contract number when using on APVs)

Reminder: If you are installing modular furniture, buying carpet, painting, etc., you must work with Facilities. Contact Campus Planning at 785-532-6369 for assistance.
Purchasing Approved Contracts

- To access - Log in with your EID
- Search by contract number, vendor, or description
State Use Vendors – Envision & KETCH

Required Purchases from State Use Vendors

**Envision**: Writing Utensils, Plastic Bags, Soaps & Sanitizers, Cleaning Towels, Biohazard Clean-Up Kits

**KETCH**: Air Filters, Safety Glasses, Safety Products

Items available directly from the vendors, the State Use website (http://www.ksstateuse.org) or the Staples Advantage website (http://www.staplesadvantage.com).
Campus Sources

Other Sources
K-State Software Licenses
State Use Catalog
Kansas Correctional Industries
K-State Surplus Property
State of Kansas Surplus Property
Federal Surplus Property
State of Kansas Procurement Contract List (add SOK before the contract number when using on APVs)
How to Buy

• Order Directly
  – IF buying from above Sources
  – IF less than $10,000 (TOTAL COST COMMITMENT) in a year

• Use E-Forms to create Purchase Order
Purchase Order

Complete –

Vendor Information
Department Information
Shipping Address
Billing Address
Order Information
Contract / PO Number
Provide details

Signature
Department authorized signatory
Competitive Bid Process

• Competitive Bids Required
  – IF $10,000 or more and not available through approved Sources
  – IF supplier says they are on contract and you cannot find them on the approved list – **Call Purchasing**
  – All purchase commitments regardless of funding source

• Competitive Bids Options
  – Request for Quotation
  – Invitation for Bid/Request for Proposal
  – Request for Proposal – Negotiated bids
Electronic Purchase Requisition

• Begin Here

[Image of eForms interface]

Welcome back, Cathy Oehm.
Asst Dir of Purchasing, Division of Financial Services

Documents that you created
New Documents (9)
Electronic Purchase Requisition

- Access to EPR
Electronic Purchase Requisition

Information Needed
- Complete description
- Specifications
- Who? What? When? Where?
- Shipping costs, if any
- Other information you want Purchasing to know
Complete Purchase Requisition and Print out for Signature
Upload Signed Purchase Requisition and Specifications
Tips for Local Purchases under $10,000

Best Practices

- **Trust but Verify** – check approved contracts list, if not listed contact Purchasing
- Obtain pricing before creating a purchase order, collect quotes
- ASK about discounts
  - If buying 5 or more items
  - Or spending $5000 or more
- Include Freight get a “not to exceed” (NTE) quote
- **Do Not** pay for orders in advance
- Contact Purchasing before repetitive purchases are made, a contract may be appropriate and efficient.
Tips for Local Purchases

• Work with your end user to determine the need
• Identify potential sources
• Collect informal quotes
• Consider total cost of ownership - (purchase price, freight/handling fees, etc.)
• Receive order - Immediately inspect the order
• Invoicing & Payment – (Is the invoice correct?)
• Contact Purchasing if you have any questions or need guidance
Purchasing Forms

Website - www.k-state.edu/finsvcs/purchasing/forms.html
Purchasing Exceptions

Begin with Prior Authorization

Complete all required information

Acquisition in the amount of $__________________ is requested from
Vendor:
Address:
Vendor Contact Name & Number:

Is/has the vendor ever been an employee of Kansas State University? Yes □ No □
If yes, please explain nature of employment and period of service:

Existing/Current Contract #:__________________
Attach a copy of the vendor’s quote and/or proposed agreement.

Proposed Term of Contract (if applicable):__________________
Purchasing Exceptions

Answer all the questions – What is the “Why” for the exception?

Description of Material or Service (give details):

Reason for Exception (provide details):

Describe the research completed to ensure that no competition exists including a list of vendors who are unable to provide the goods or services:
Purchasing Exceptions

Must be signed by authorized department signatory

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College/Department Name:  

Authorized Signature:  

(Date)  

(Print Name & Title)

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K-STATE PURCHASING USE ONLY

Approval:  

(Signature & Title)  

Date:
Purchasing Reminders

• Local Authority for purchases less than $10,000
• $10,000 or more, not on contract, contact Purchasing
• DO NOT SIGN ANYTHING! Only a handful of people are authorized by the President to sign
• University Policy / Board of Regents / State of Kansas – PPM: http://www.k-state.edu/policies/ppm/6300/6310.html
• Solicitations: https://dfs.ksu.edu/rfq/
Who Are We & How to Reach Us

Phone: 2-6214
Email: kspurch@k-state.edu

Staff

Assistant Director
Cathy Oehm  cathyo@k-state.edu

Buying Staff
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