



**ROCKIN' the P's!**



# State Use Items

Why is it mandatory to purchase State Use items?



# Why is it mandatory to purchase state use items?

As per State Statute K.S.A. 75-3321:

- Any person or officer authorized to purchase materials and supplies for a State agency or Unified School District operating in Kansas shall purchase, from the State Use Catalog, when the item meets the need of the agency or school district.
- <https://admin.ks.gov/offices/procurement-and-contracts/state-use-program>



# Items Available for Purchase

- Air filters
- Bags
- Cleaning Supplies
- Inmate Apparel
- Medical Scrubs
- Office Supplies
- Safety Equipment
- Skin Health and Hygiene Products
- <http://www.ksstateuse.org/2018-State-Use-Catalog.7.30.18.pdf>



# KANSAS STATE USE PRODUCTS & SERVICES

## 2018-2019 CATALOG

THANK YOU FOR YOUR SUPPORT!

[Shopping Cart](#)   
 [View Cart](#)   
 [Check Out](#)   
 [My Account](#)   
 [Log In](#)   
    

0 item(s) in cart

- Home
- Air Filters
- Bags
- Cleaning Supplies
- Feminine Hygiene
- Product Disposal
- Inmate Apparel

[Read important notification from Cartridge King.](#)

The Kansas State Use Catalog is available for download, [2018-2019 Kansas Use Catalog.](#)

The Kansas State Use website accepts both credit card orders and orders placed using a Purchase Order.

Registered users can log in and return to this page to request approval for P.O. purchases. (If you have not yet registered, click the "Register Now" link to the right

If you have previously registered, log in to activate your stored billing and shipping information.

Username:

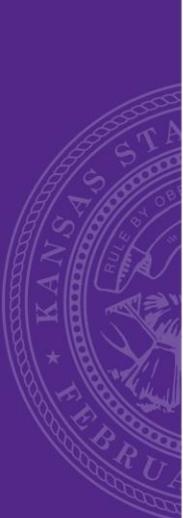
Password:

[Forgot your password?](#)



## Items sold





# How to Purchase Items and Services at K-State

- Use a K-State approved contract, listed @ <https://www.k-state.edu/finsvcs/purchasing/contract.html>
- Click on [Contracts \(opens in a new window\)](#)
- Click on the magnifying glass and then type in the name of the item or vendor you are looking for.
- If you are going to using XYZ vendor for multiple purchases over a one year period and the TOTAL amount is over \$10,000.00 these items or services must be competitively bid.

## Division of Financial Services



Financial Services  
Home

Administration

Cashiers and  
Student Accounts

Financial Reporting

Fund Balancing

General Accounting

**Purchasing**

Policies and  
Procedures

Sources/Contracts

Forms

Newsletter

Guidelines (PDF)

Training (PDF)

Vendor Information

Supplier Showcase

Solicitations

Sponsored  
Programs  
Accounting

### 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 these 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, 2323 Anderson Ave., Suite 500, (785) 532-6214, [kspurch@k-state.edu](mailto:kspurch@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

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

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

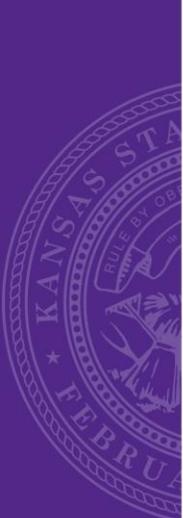
Items available directly from the vendors, the State Use website (<http://www.ksstateuse.org>) or the Staples Advantage website (<http://www.staplesadvantage.com>).

### [Contracts \(opens in a new window\)](#)

## Contracts



Description	Number	Contract	Vendor	Exp Date
<a href="#">Zero Blowdown system maint</a>	KSU-749	KSU-749	INTEGRATECH ASSOCIATES INC	5/31/2019
XC60 printer, 5-year lease	KSU-801	KSU-801	XEROX CORP	2/14/2020
Writing Utensils (State Use)	SOK33942	SOK33942	ENVISION INDUSTRIES INC	6/30/2019
World Food Programme assists 80 million people	KSU-965	KSU-965	WORLD FOOD PROGRAMME	12/31/2018
WordPress Hosting Provider	40397	40397	INCSUB LLC	7/31/2019
wind turbine testing	S11227	S11227	COLBY COMMUNITY COLLEGE	12/31/2019
Wheat Doubled Haploid plants/seeds	KSU-675	KSU-675	HEARTLAND PLANT INNOVATIONS	6/30/2019
Website Development	40483	40483	SPROUT SOFTWARE LLC	12/31/2025
Website Development	40470	40470	IMAGEMAKERS INC	12/31/2025
Website Development	40575	40575	NEW BOSTON CREATIVE GROUP LLC	12/31/2027
Website Development	40471	40471	JNT COMPANY LLC	12/31/2025
Web Search Appliance	KSU-458	KSU-458	SEARCH TECHNOLOGIES CORP	6/25/2018
web development tasks	KSU-812	KSU-812	PIESTAR INC	2/29/2020
web developer, myFields	KSU-725	KSU-725	SOLUTIONS GROUP INC	9/30/2021
Waters Hall Fire Sprinkler Installation	367-1138	367-1138	ROSS & BARUZZINI INC	3/4/2021
Water Treatment Services	40579	40579	CHEMTREAT INC	7/31/2022

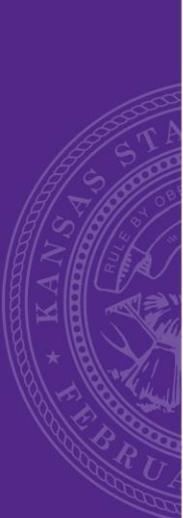


## How to purchase items and services

- When making a purchase over \$10,000.00 remember to plan ahead.
- During our busy season (March-May) we receive an influx of PR's, the earlier you send the PR's the better chance you have getting the item you need on time and making the payment for fiscal year end 2019 funds.

## Purchase Requisition (PR)

- All funding information should be filled out; which includes Project, Source Org, and Object code.
- Fill out the Description of Material or Service area, with the item you are wanting to purchase.
- Fill out the three (3) suggested vendor lines and if you have more than 3 vendors attach an additional page.
- Make sure you list an email address for each vendor.



## Purchase Requisition (PR)

- Attach a word document with the complete specifications.
- Vendor quotes or brochures are NOT specifications.
- Write specifications in your own words, that are clear and concise.



Document  
Number:  
1931581

Finished

*Purchase  
Requisition*

Funding Total:  
\$0.00

Description  
Total:  
\$0.00

Totals Match

Header Dept Funding Description Vendors Trustees Form Check In

### Header Information

Document Org: 05040 Division of Financial Services ▼

Requisition Number:

Effective Date: 5/16/2019   
(MM/DD/YYYY)

Department Contact

Email:

Phone:

Title (for searching):

Next



Document  
Number:  
1931581

Finished

*Purchase  
Requisition*

**Funding Total:**  
\$0.00

**Description  
Total:**  
\$0.00

**Totals Match**

[Header](#) [Dept](#) [Funding](#) [Description](#) [Vendors](#) [Trustees](#) [Form](#) [Check In](#)

**Instructions for sending electronically:**

See [here](#) for complete instructions.

[View & Print Form](#)

**Upload Signed Form and Supporting  
Documentation**

- Click 'Upload File'
- Drag and drop the file or select 'Choose File' to attach the required signed form
- Click 'Refresh' if additional supporting documentation is needed

For complete instructions on uploading and viewing uploaded documents, [Click Here](#)

Supporting Documents ():

# Prior Authorization (PA)

## What are purchase exceptions?

- Equipment/supplies that must be compatible with existing equipment.
- Computer software expansions or upgrades
- Single source supplier
- Used equipment
- Emergency
  - What happened?
  - When did it happen or was it discovered?
  - What is the estimated damage/loss?
  - Department gets phone bids

## Prior Authorization (PA)

- If only **one** vendor possess the unique and singularly available capability to meet the requirement of the solicitation, such as technical qualifications, ability to deliver at a particular time or services from a public utility.
- If grant funds, must comply with KSU policies and procedures plus 2CFR -Uniform Guidance requirements.
- If state funds, best to go out for competitive bid.

Rock your PR's & PA's and have a fabulous rocking day!

