

The Purchasing Post

Opening Remarks

Welcome to The Purchasing Post, the news source for all things purchasing at Kansas State University Controller's Office/Purchasing. Hope everyone is enjoying the lovely spring weather as our thoughts turn to FISCAL YEAR END!!!! Yes, folks, it is time to wrap up FY08 and prepare for FY09. Look to the right for relevant dates. More information to follow in the next issue!

What's new this Month?

Sales Tax Exemption for the State of Kansas

Kansas State University's sales tax exemption certificate form has been posted on the e-forms website under Purchasing. In order to make the submission of this form to our vendors easier, the Controller's Office has decided to post the sales tax exemption certificate to our website for departments' easy access. Please fill out the appropriate information, print a copy of this form, and fax to the vendor accordingly. As always, you may still request the form from the Purchasing Office; we will fill out the form and send it on your behalf.

Reminder – this sales tax exemption certificate applies to State of Kansas sales tax only. Various other States may recognize our tax exempt status, but some States do not. Call the Purchasing office if a question comes up regarding sales tax from a different State.

A different issue on sales tax is the Project Exemption Certificate. When hiring a contractor for construction work, etc., a Project Exemption Certificate for sales tax must be obtained. This special project certificate allows the contractor to buy material for the project on the University's behalf and not pay sales tax. Most projects of this type will be handled by K-State Facilities, but departments need to be aware of this special situation for those instances when they are hiring a contractor directly. For questions regarding the Project Exemption Certificate process, please call Facilities Planning at 785-532-6377.

Information regarding the collection of sales tax may be found in the University's Policy & Procedure Manual, Chapter 6130.



Dates to Remember

April 11, 2008

Construction or Major Repair plans due.

April 14, 2008

Negotiated Procurement Purchase Requisitions due.

April 24, 2008

All 2008 Real Estate Lease (DA47) & Contract (DA146) Cover Sheets due.

May 2, 2008

Purchase Requisitions for \$25,000 or more due.

May 23, 2008

Purchase Requisitions for less than \$25,000 due.

