

The Purchasing Post

KSU Interdepartmental Exchange

Is your department on a tight budget? Does your office have a piece of furniture or an item you don't know what to do with and no longer need?

The Controller's Office has created the K-State Interdepartmental Exchange website, which has been established to provide a method of announcing University property that is no longer needed by one department and is available to other departments. This tool should help accomplish the goal of fully utilizing University property within our own community before declaring the property as surplus and requesting authorization for disposal.

Anyone is allowed to create an account in order to view the items that are available and may request to be added to the email list that is sent out when items are added (categories are available for this purpose).

HOWEVER, in order to help facilitate the proper record keeping, **ONLY** the departmental inventory contact will be given access to request posted items. Please see the help section on the website for instructions on how to sign up and use the site.

<https://eforms.ksu.edu:8080/IDE/Default.aspx>

Reminder: This website is not to be used to list personal property and, as always, University property cannot be given to individual persons for private use. Also, please remember to remove posted items after they have been taken.

Questions and/or suggestions may be directed to DeeAnna Fugate, Financial Inventory and Reporting, at 2-6525 or dkfugate@ksu.edu. More information on the Policy and Procedures for Property Inventory can be found in Chapter 6510 of the PPM. Departments wishing to sell to outside entities may do so by utilizing our on-call auctioning contract with Purple Wave Auction Company **after** they have received approval for disposal (Contract Number 10393).



Contract Spotlight

~ Auctioning Services, On Call ~

Contractor: Purple Wave Auction Company

Contract #: 10393

Sale Types: Internet Auction or Live Auctions with Internet Bidding.

Includes: Sale of used equipment, furniture, chairs, bookcases, file cabinets, tools, machinery, vehicles, land, buildings, and other real property and real estate.

Details: For each agency that uses this contract, the vendor will prepare an agency engagement letter that outlines the terms of the sale.

Additional Details: Departments must receive approval for the disposal of property **before** utilizing this contract.

