

The Purchasing Post

Spring Cleaning

March seems to be the time of the year when people start to go through files and try to clear out or straighten up files. Blame it on a new calendar year, the end of winter, or the ending of the fiscal year, there comes a time when we have to let go of files and documents. Some things to consider as you are clearing out the corners of your office:

University Archives – There is a chapter in the Policies & Procedures Manual that addresses the retention of records. It is chapter 3090. Tony Crawford is the University Archivist. Depending on the nature of the files, the information may need to be kept due to historical significance. Take a look at the chapter or contact Tony at 532-7466, if you have questions.

Disposing – If your files and papers are run-of-the-mill items, first make sure you are in compliance with any rules or regulations re: disposal of the information. In Purchasing, we have to keep files for five years after the completion of the purchase or contract. Then we need to shred the files because a lot of our paper work includes vendors' tax numbers or procurement card numbers. The State of Kansas shredding services contract, #11846, is with Document Resources for the Riley and Saline counties. No need to shred? Please recycle the paper, then.

Extra Storage – Need to keep the info but don't have any room in the file cabinet? Kansas State University has another agreement with Document Resources, contract #40138R, for storing files and micro-media materials. Document Resources will work with the department to bring the files back and forth to campus should you need to pull information.

Conversion – If you want to keep the information but reduce the size of the items being saved, there are existing agreements with Perceptive Imaging (SOK #09965), Kansas Correctional Industries, and BTCO (State Use Catalog vendor) to scan, convert, digitize, or microfilm information into more compact media.

Call us with questions. We help find the arrangement that fits your needs the best.



Fiscal Year 2010

Wrapping up Fiscal Year 2010

The official fiscal year-end memo (notorious green sheets) announcing the FY10 purchasing deadlines is still being composed as we wait for the State Division of Purchases to send their memorandum to us. Just to keep things moving, please aim for the following dates on the various purchasing deadlines. Dates may be moved back but not any earlier in the official "green" memo.

April 9, 2010 – Negotiated Purchases

April 16, 2010 – Construction Projects

April 30, 2010 – Cover sheets, both contract (DA146) and real estate (DA47)

May 14, 2010 – Purchase requisitions \$25,000 & over

May 28, 2010 – Purchase requisitions under \$25,000

