

The Purchasing Post



Purchasing Guidelines – Quick Reference

OBTAIN ANY NEEDED APPROVAL OR WAIVERS REGARDLESS OF COST OR SOURCE

Process	Dept.'s Role & Responsibilities	Purchasing's Role & Responsibilities	Result of Process
KANSAS STATE USE CATALOG	Purchase from established vendors regardless of cost.	Assist departments as needed. Audit payments.	Compliance w/ K.S.A. 75-3317 to 75-3322.
SMALL PURCHASES <\$5,000 Departmental Discretion to use contracts, solicit bids, or purchase directly.	- Total purchase amount is under \$5,000. - Compare pricing between contract & other vendors. - Use Business Procurement Card (BPC) as much as possible.	- Available to answer questions and/or assist as needed. - Will recommend established contract vendors.	Department places order directly.
PURCHASES AT \$5000 or MORE Contract	Products /services are available from K-State approved contracts.	Assist departments as needed, and audit payments.	Department places order directly.
PURCHASES BETWEEN \$5,000-\$49,999 Non-Contract: Request for Quotation (RFQ); Competitive bids must be solicited.	1. Submit Purchase Requisition (PR). 2. Include list of vendors & <i>detailed</i> specifications. 3. Review bids & send recommendation to Purchasing.	1. Review PR & Specs. 2. RFQ posted on website and applicable vendors notified. 3. Send valid bids to department for review and recommendation. 4. Award bid.	- Purchasing issues purchase order. - Compliance with Board of Regents / University policy. - Responsible use of department funds by seeking competition and obtaining best pricing & service.
PURCHASES ABOVE ≥\$50,000 Non-Contract - RFQ Sealed Bids	Same steps as above.	Same as above except bids must be received sealed.	Purchasing issues order as per above.
Invitation for Bid (IFB) Open-end contract, may reserve right to negotiate. Request for Proposal (RFP) Open-end contract, negotiation committee formed	1. Determine needs over time period. 2. If negotiations required, send letter to VPAF for Procurement Neg. Committee (PNC). 3. Submit PR, specs, vendors, and est. usage. • CONFIDENTIAL 4. Recommendations to Purchasing, negotiate as part of committee.	1. Review Documents, determine which method works best for dept and situation. • CONFIDENTIAL 2. Bids sent to Department for review. 2b. RFP – coordinate negotiations w/vendors & dept. 3. Award Contract. 4. Administer Contract.	- Purchasing creates contract. Department places contract orders as needed. - Compliance with Board of Regents / University policy. - Responsible use of department funds by seeking competition and obtaining best pricing & service.
SPECIAL SITUATION PURCHASES Sole Source Emergency	1. Verifies information that no competition exists or special circumstances. 2. Submit Prior Authorization (PA) form with appropriate documentation. Contact Purchasing. Solicit 3 phone bids, if directed. Submit PA form.	1. Review Prior Authorization and justification/information. 2. Require PR or bids, if necessary. 3. Authorize, if deemed appropriate. 4. Report accordingly.	- Ensures check for legitimacy on purchases w/out competition. - Compliance with Board of Regents / University policy.