

The Purchasing Post

Kansas Open Records Act

As a public institution, Kansas State University follows the dictates of K.S.A. 45-215 et seq, known as the “open records act”. In a nutshell, all public records (written & electronic) are open for review by anybody. This act is “liberally construed”. There are very few exceptions allowed. Refer to PPM Chapter 3060 for more details regarding the University’s policies & procedures and open records.

Purchasing procedures adhere very strongly to this statute. Requests for bids are publicly announced and posted. The opening of bid responses are publicly read. Tabsheets, recording who bid and how much, are available to all interested parties. Purchase orders, files, & contracts may be seen by anyone who makes the request. Even negotiated contracts, which are confidential during the process, become public knowledge once an award is made. When vendors submit bids and declare the information confidential, Purchasing makes them remove the statement or remove their bid from consideration.

Exceptions! Personnel records, credit card numbers, etc., are considered confidential information. There are times when K-State is hiring a third party to do work for us that involves information covered under the Family Educational Rights & Privacy Act (FERPA) or the Health Insurance Portability & Accountability Act (HIPAA), which must be kept private. In writing bid specifications for these special services, the University needs to insure that certain confidential information is kept private during the public bid process and the implementation of the contract. Need help on the verbiage? Contact Purchasing and together, with input from General Counsel and/or IT-Security, we’ll find the correct balance to keep the records open with certain details confidential, when necessary.



Personnel Changes

Dora Gerlaugh has left Div of Financial Serv / Purchasing.

Her last day was July 20th.

While very much a K-State Wildcat, her ties to the Kansas City area were strong. She decided to return and pursue other options.

We wish Dora good luck on her future endeavors.

