



Purchasing Post

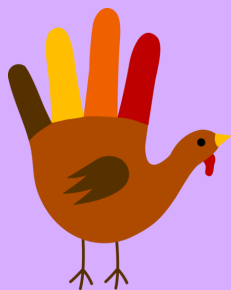
November 2012

Volume 5, Issue 11

Announcements:

- **Nov. 19-23**
Fall Break
- **Nov. 24**
Small Business
Saturday
- **Dec. 1**
K-State Football
vs. Texas
- **Dec. 7-8**
Graduation
- **Dec. 10-14**
Finals

**Happy
Thanksgiving!**



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Thanks!

When Purchasing is soliciting bids, reviewing a contract, or researching a sole source request, there are numerous departments or individuals with whom we work with to insure commodities and services are being purchased correctly. Purchasing doesn't work in a vacuum, so on any given day we may have to obtain input from any number of fellow departments. In the spirit of the season and to provide some insight into the purchasing process, I decided to take the time to say "Thank You!" to:

- State of Kansas Procurement & Contracts for sharing their knowledge and their contracts.
- State of Kansas Facilities Management for help with construction contracts, setting up building leases, and vehicle purchases.
- Vendors for their knowledge & assistance in keeping us informed on what's new in the industries.
- General Counsel's office for reviewing our contracts and forms.
- University Auditors for assisting in reviews of policies & procedures.
- Human Resources for helping us separate employees from independent contractors.
- Facilities for reviewing building & grounds requests and providing waivers when needed.
- Campus Planning & Facilities Management for handling construction issues, locally or with the State OFPM.
- Communications & Marketing for overseeing advertisements, promotional pieces, etc. so K-State speaks with one voice.
- Continuing Education for providing guidance in coordinating distance education classes, workshops, seminars, etc., setting up locations and food services.
- International Programs for coordinating events to other countries.
- University Printing for reviewing printed materials requests & providing waivers when needed.
- SPA & Pre-Awards because every grant is a little bit different.
- Accounts Payables for being our second set of eyes on contract issues, split payments, exceeding limits, et al.
- FRAM for help with trade-ins, disposal of property, and schedule of charges.
- Financial Services Main Office, especially Jim Bach, because when I don't know the answer I send the problem his way.
- And, of course, YOU! It is the departmental staff that handles so many duties (purchasing is just one aspect) that deserves a special "Thank You!" As our first point of contact in the departments you help get additional information or send us in the right direction. Many times you are asking questions before any paperwork is started, wanting to start the process correctly.