



Purchasing Post

December 2012

Volume 5, Issue 12

Announcements:

- **Dec. 24-Jan. 1
Purchasing
Closed**
- **Dec. 31
10th Annual
Little Apple
New Year's Eve**
- **Jan. 3
Fiesta Bowl,
7:30 p.m., ESPN**

Happy Holidays!



**Kansas State University
Purchasing Office
21 Anderson Hall
785-532-6214
ksu.edu/purchasing**

Presents!

In the spirit of the holiday season I have a couple of gifts for you this month.

First is the new and improved version of the Prior Authorization form. It has the same basic format with a few modifications. By providing all of the information requested, processing the form will go much quicker.

- In the upper right hand corner, we are now requesting the organization number along with the department name and project numbers.
- When purchasing from a individual, we will need the department to verify whether or not the person was or is an employee of the University.
- We removed the type of purchase designation and included a prompt in the "reason for exception" area. A lot of requests are very vague in what makes the purchase so unique that competitive bids are unnecessary.
- "Describe the Steps" – An area that is left blank numerous times. Purchasing needs to know what vendors were contacted to confirm the rationale of a non-competitive purchase.
- Be sure to include any quotes or proposed agreements, if available.
- Be sure the person signing is authorized per the "signature form" on file at Purchasing.

Second gift is a contract with CDW-G. The University of Kansas established a contract with CDW-G this fall. K-State signed a participation agreement in order to use the contract. More information will follow and Purchasing's contract listing will be updated later this week. There will be a special site for K-State users to access the CDW-G catalog and pricing, which is in process. Information attached is the special discounts listing. For assistance with CDW-G products, contact our field account representative. Jacob Napper is a K-State student and is interning for CDW-G. His phone number is 785-307-9997 and his e-mail is jaconap@cdw.com.

Congratulations!

Chris Dekat, K-State Purchasing Assistant Director, was awarded "Manager of the Year" by the Kansas Association for Public Purchasing Professionals on November 30. Chris has been at K-State for 31 years, 14 years of which have been at Purchasing.

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COLLEGE/DEPT.: _____
ORGANIZATION NO: _____
PROJECT NO: _____
CONTACT PERSON: _____
TELEPHONE: _____
FAX NO. _____
E-MAIL ADDRESS: _____

PRIOR AUTHORIZATION FORM

Acquisition in the amount of \$ _____ is requested from:

Vendor:
Address:

Is/has the vendor ever been an employee of Kansas State University? Yes _____ No _____
If yes, please explain nature of employment and period of service?

Description of Material or Service (and Time Frame, if applicable):

Reason for Exception (sole source, emergency, etc?):

Describe the steps that have been taken to insure that no other competition exists (other vendors contacted & why unable to provide, nature of work, etc.).

Attach copy of quote and/or proposed agreement.

College/Department Name: _____

Authorized Signature: _____

(Print Name & Title) (Date) _____

K-STATE PURCHASING USE ONLY

Approval: _____ Date: _____
(Signature & Title)

Exhibit B

Between Kansas State University and CDW Government LLC
As it pertains to the Master Product Sales Agreement
Between CDW Government LLC (“Seller”)
And University of Kansas (“Customer”)

Category Code	Product Category	Types of Products within Category / Subcategory	% off CDW-G advertised price
A	Accessories	Accessories, cases, notebook cases	17.00%
B	Battery Back-up/Power/Surge	UPS, Batteries, Power Supplies	6.00%
BA	UPS/Battery Backup	UPS/Battery Backup	9.00%
PO	Surge Suppressors	Surge Suppressors	15.00%
AP	Power Supplies	Power Supplies	9.00%
C	Desktop Computers	Desktop Computers	1.00%
TC	Thin Clients	Thin Clients	3.00%
D	Data Storage/Drives	Disk Duplicators, Media, Drives	7.00%
DR	Hard Drives	Hard Drives	7.00%
F	Digital Imaging - Camera/Scanner	Digital Cameras, Document Scanners	5.00%
H	Servers	Servers, KVM	5.00%
SR	x86 based Servers	Servers	7.00%
I	Keyboard/Mice/Input Devices	Keyboard/Mice/Input Devices	9.00%
TA	Digitizer Tablets	Digitizer Tablets	5.00%
J	CDW Professional Services	CDW Professional Services	6.00%
L	Laptop/Notebook/PDA's	Laptop/Notebook/PDA's	1.00%
PD	PDA's/GPS	PDA's/GPS	6.00%
PR	Wireless Communication Devices	Cell Phones, Smart Phones	6.00%
WT	2 Way Radios	Radios	6.00%
M	Sound/Multimedia	Speakers, Headphones, Earphones	14.00%
N	NetComm Products	LAN Networking	5.00%
O	Office Equipment	Furniture, Shredders, Cleaning	8.00%
P	Printers	Printers	4.00%
PA	Printer Accessories	Printer Accessories	17.00%
PU	Printer Supplies	Printer Supplies	12.00%
FX	Fax Machines	Fax Machines	7.00%
IP	Inkjet Printers	Inkjet Printers	7.00%
Q	Warranty/Installs	Warranty/Installs	2.00%
S	Software	Software	7.00%
T	Telephony	IP Telephony, Headsets, Phones	22.00%
TL	Telephony Headsets	Telephony Headsets	12.00%
U	Memory/System Components	Memory Upgrades, Flash Memory	10.50%
V	Video/Monitors/Cards/Projector	LCDS, Projectors, Displays	7.00%
VL	LCD Monitors	LCD Monitors	4.00%
W	Cables	Cables	27.00%
X	Books/DVD Movies	Books/DVD Movies	5.00%

Seller will provide Customer with a discount as a percentage off of Seller's advertised price for the Seller-defined Product Categories listed above. Seller's advertised price is available on Seller's web site at cdwg.com.