



Purchasing Post

February 2013

Volume 6, Issue 2

Announcements:

- **Feb. 22**
President Schulz's
Spring Open
Forum
- **Feb. 29**
K-State is closed
- **Mar. 7**
President's Spring
Open Forum
(Salina)
- **Mar. 17**
St. Patrick's Day
- **Mar. 18-22**
Spring Break



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

Promotional Items

Notice our new icon? In honor of Kansas State University's 150th birthday, Purchasing decided to give the piggy banks a rest and show off the statues from the "Wildcat March". The statues are a fun way to promote K-State and speaking of promotion

There is a new contract in town. K-State Purchasing Office has established a five-year agreement for customized promotional and apparel items. It is Contract #40326, Customized Promotional & Apparel Items. It is set up in a catalog style agreement, i.e. the vendors' entire line of product is available with an established discount. There are four (4) vendors from which to choose, allowing departments the flexibility to work with the vendor that can best meet their needs.

Contractors include:

GTM Sportswear, Manhattan, KS
The Vernon Company, Nashville, TN
Sunflower Marketing, Topeka, KS
World of Promotions, Elk Grove Village, IL

Each vendor on the contract has completed the licensing requirements for producing products with the official University logos. For general promotional items, departments may check pricing among the vendors listed. If your department is looking for something new or unique to differentiate yourself from the pack, each vendor has agreed to collaborate and partner with K-State. Three of the vendors are available to meet with you on campus. The fourth, World of Promotions, is a web-based company that is willing to share ideas on-line. All of them have web-sites available and can accept orders on-line. They also offer a wide-variety of products, in the low, mid, to high-end quality ranges.

The contracts are still in the final stages of being signed, etc. The information will be on Purchasing's website by the end of this week. If you need something sooner, please contact Purchasing (2-6214, kspurch@k-state.edu) and we will get the additional information for you.

Vehicle Request Form Update

We have updated our Motor Vehicle Request form to include organization number and contact person. The State of Kansas moratorium on passenger cars and light trucks is still in effect. This applies to vehicles such as sedans, SUV's, vans and trucks 3/4 ton or less. State agencies are only allowed to replace existing vehicles with like vehicles. For one-ton trucks, buses, etc., a vehicle does not have to be given up. After acquiring your required department's signatures, please submit to the Purchasing office. We will then obtain the Vice President for Administration and Finance's approval.

KANSAS STATE UNIVERSITY
PURCHASING OFFICE
21 ANDERSON HALL
MANHATTAN, KS 66506
Phone: 785-532-6214
Fax: 785-532-5577
kspurch@k-state.edu

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

MOTOR VEHICLE REQUEST

1. Purchase of the following motor vehicle from the above funding account is requested:

Quantity	Car, Truck, Van, etc.	Make	Model	Year	New/Used	Date Desired	Estimated Cost

2. Intended use:

3. Justification of need:

4. Why department vehicles or University Facilities Motor Pool vehicles cannot be used:

5. Estimate of miles that the requested vehicle will be driven:

January _____	February _____	March _____	April _____	Total For Year 0
May _____	June _____	July _____	August _____	
September _____	October _____	November _____	December _____	

6. Vehicle to be replaced: If none, check box: ☐

State of KS Tag No.	KSU Property No.	Make	Model	Year	Date Placed in Service	Total Miles Operated

Department Head Signature & Date: _____

Provost/Vice President/Dean/Director: _____

K-STATE PURCHASING USE ONLY

Director of Purchasing Approval	Minute No.	Date Approved

Vice President for Administration and Finance: _____