



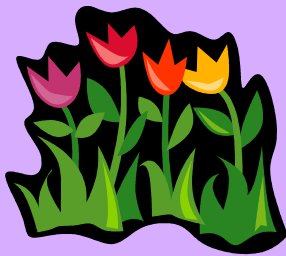
Purchasing Post

April 2013

Volume 6, Issue 4

Announcements:

- **May 2**
Staples Session
(see attached)
- **May 13-17**
Finals Week
- **May 15**
PR's \$25000 or
more are due
- **May 23, 2-4 p.m.**
Chris Dekat's
Retirement Party
(see attached)
- **May 29**
PR's \$25,000 or
less are due.



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

Ten Reasons Why Purchasing Has Value

10. Fair play – Purchasing is the referee who provides the level playing field for all competitors.
9. Red tape – Purchasing knows the why behind the rules and how to maneuver through the policies & procedures.
8. Record keeping for minimum of five years – Purchasing can assist with audits.
7. Purchasing speaks the language – e.g. sole source, FOB, statutes, DA146a, EPLS, trademark licensing, etc.
6. Department complaints or vendor protests – Purchasing helps negotiate resolutions.
5. Being in the headlines isn't always a good thing – Purchasing keeps everything open and documented.
4. Purchasing likes to share – Rather than re-invent the wheel, Purchasing visits with State of Kansas Procurement & Contracts, sales reps, fellow Universities, other government agencies, cooperatives, etc. to get information.
3. Right product at the right price delivered in the right quantity to the right location at the right time – more than just low bid.
2. Transparency isn't just for ghosts.
1. We're all taxpayers.

Contract Info.

Local banking services contract (#37834) has been awarded to Commerce Bank, effective May 1, 2013.

State Use Catalog

Envision has added skin health and hygiene products to their catalog. The liquid hand and body soap products are GOJO brand and the hand sanitizer products are Purell brand. Note that product dispensers are no cost to users. Products may be ordered directly from Envision or through Staples.

The Envision dispensers are assembled by their employees and are unique; only Envision refills will function in them. Go to www.ksstateuse.org. Select "Skin Health and Hygiene" from the menu on the left.

Account Payable's Fiscal Year End Training

- Manhattan: May 6, 1:30-3:30 p.m. and May 8, 9-10 a.m.
- Salina: May 7, 9:30-11:30 a.m.
- Register at <https://eforms.ksu.edu:8080/events/register.aspx>

STAPLES Advantage

easy

You're invited.

See what Staples can do for your organization.

To show you everything that we can do for your organization, we're hosting a vendor show where you'll learn about Staples' product assortment, program benefits, environmental initiatives and more.

What: A Staples Advantage information session. Join us for light refreshments and learn about our program.

Where: K & S Ballrooms – KSU Student Union

When: Thursday, May 2nd from 10:00am – 2:00pm

For more information about the Staples Advantage program, log onto StaplesAdvantage.com.

Stop by for free
giveaways & to
register for a
door prize!!!

Chris Dekat Retirement Reception

We will be honoring Chris Dekat and his 32+ years at K-State. Chris has been with the Purchasing office for 15 years and recently won the Kansas Association for Public Purchasing Professionals' Manager of the Year award. He and wife Karen have two children and three grandchildren. He plans on spending his retirement fishing, wine making, hunting and traveling.

Please join the Division of Financial Services and Purchasing as we bid farewell to Chris and wish him well as he begins retirement.

Thursday, May 23, 2-4 p.m.
in the K-State Student Union Bluemont Room

