PURCHASING TRAINING

KANSAS STATE UNIVERSITY
DIVISION OF FINANCIAL SERVICES
PURCHASING OFFICE
UNGER COMPLEX
2323 ANDERSON AVENUE, SUITE 500
MANHATTAN, KS 66502
PHONE: 785-532-6214
FAX: 785-532-5577
Email: kspurch@k-state.edu
Website: http://www.k-state.edu/finsvcs/purchasing/

9/4/2018

PURCHASING SERVICES

Purchasing
1. Uphold University policies and procedures
2. Mitigate risks
3. Create efficiencies
4. Provide expertise and experience
5. Assist in Sourcing
6. Help stretch University dollars

9/4/2018
WHERE TO BUY

A. State Use Catalog (Mandatory)
   (www.ksstateuse.org)
B. Contracts – University approved
   (http://www.k-state.edu/finsvcs/purchasing/contract.html)
C. Other KSU Departments
   1. University Printing
   2. Facilities – Buildings & Ground
   3. Information Technology – Hardware, Software, Network, Phone
   4. K-State Campus Store (Apple dealer)
   5. Storerooms (Chemistry, Facilities, etc.)

WHERE TO BUY (CONT’D)

D. Other State Agencies
   • Kansas Correctional Industries
   • http://www.kancorind.com
E. K-State Surplus Property
   • https://dfs.ksu.edu/surplus/
F. State Surplus Property
   • https://www.admin.ks.gov/offices/surplus-property/state-surplus
G. Go Out for Bid

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HOW TO BUY

A. Available from previously mentioned sources
   Place order directly, regardless of dollar amount.
B. If Under $10,000 (Total Cost Commitment) -
   Proceed with order.
C. If $10,000 or more and not available from K-State
   approved sources - Send Purchase Requisition to
   Purchasing to begin bid process.

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HOW TO GET STARTED

A. Purchase Requisition, signed
   1. Specifications electronically via E-forms
   2. List of potential vendors:
      *contact person
      *phone number
      *e-mail
   3. Submit to kspurch@k-state.edu

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WHAT HAPPENS IN PURCHASING

A. Review Specifications
B. Check for support documents
   *(i.e. waivers, disposition of property, minute number, etc.)*
C. Pre-bid meeting if needed
D. Order or Contract
E. Delivery
   *(i.e. date needed by, loading docks, lift needed, etc.)*
KSU PURCHASING PROCEDURES

A. Solicitations (RFQ, IFB, RFP)
   1. Solicitations can be viewed at: https://dfs.ksu.edu/rfq/
   2. Departments should review for errors
   3. Amendments to the Solicitations

B. File sent to department for review.
C. Return Recommendation
   1. Document reasons for rejecting Low Bids
   2. Delivery
D. Purchase Order or Contract created
E. Do Not Pay in Advance

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KSU PURCHASING PROCEDURES

F. Product received in good condition. If there is any damage to the package or crate, DO NOT accept shipment.

G. Problems Occur
   1. Contact vendor first
   2. Written Complaint
   3. KSU error? Restocking fee & freight.

H. Vendor Protest? Purchasing will be in touch.

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SPECIAL APPROVAL

A. Prior Authorization Form
   1. Sole Source, Emergency, Special Situation, Grants
   2. Supporting Documentation
   3. In Doubt? Bid It

B. Reported

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MAKINGS OF A CONTRACT

1. Board of Regents Letter
2. Departmental Signature Authority
3. Office of General Counsel Checklist
4. Contractual Provisions Attachment (KSU-146a)
5. DO NOT SIGN ANYTHING! Only a handful of people are authorized by the President to sign
Office of the President

July 15, 2018

Julie Miller
General Counsel
K-State Board of Regents
1206 W. Anderson, Suite 500
TempoK, KS 66512-1308

Re: Delegation of Signature Authority for K-State Contracts

Dear Julie,

In accordance with Chapter 250K, Section 10.5 of the Kansas Board of Regents Policy Manual, please submit the attached signatures designates for the execution of contracts on behalf of the University. I have authorized the following designates to have contracting authority for the University:

Claude A. Boutrous, Vice President for Administration and Finance
Steve J. Williams, Assistant Vice President of Financial Services
James W. Brand, Director of Contractual Agreements
Brian Sohl, Acting Provost
Patrice D. Utzky, Vice President for Human Resources

I have also authorized the following designates to have limited contracting authority for their respective areas:

Derek Todd, Assistant Vice President for Student Life - Housing and Dining Services - housing, food, and student services contracts only
Kathryn D. Morris, Director - Office of the General Counsel - contracts and human resources agreements only
Gail King, Director - Business Office - contracts and human resources agreements only
Hiromi Shiga, Director - Library - contracts and human resources agreements only

Other services or contracts that require signatures per the above:

Julie Miller, General Counsel - contracts requiring legal review and final approval

If you have any questions regarding the above designates, please do not hesitate to contact me.

Sincerely,

Richard M. Myers
President

Claude A. Boutrous
University General Counsel
PURCHASING TRAINING
TYPES OF CONTRACTS

A. Negotiations
B. Professional speakers
C. Consultants
D. Software
E. Maintenance
F. Leases / Rentals
G. Revenue
SERVICES

A. Approvals & Waivers
B. Sales & Use Tax
C. Insurance
D. Vehicles & Motorpool
E. Trademark Licensing
F. Audit
G. Governmental / Higher Ed Buyers
H. Vendor Information
I. Purchasing Listserv (purch@listserv.ksu.edu)

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SERVICES (CONT’D)

J. Business Services Update newsletter
K. Website
L. Financial Services
   1. Sponsored Programs
   2. Accounts Payable & Asset Management
   3. Fund Balancing
   4. Financial Reporting

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RULES: STATE OF KANSAS STATUTES

A. KSA 76-769 = Board of Regents Authority
B. KSA 75-3317 to 75-3322 = Persons with Disabilities Act
C. KSA 45-216 = Open Records Act
D. KSA 75-6403 = Prompt Payment Act
E. KSA 76-721 & 76-725 = Authority to Contract

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RECAP

A. State Use Catalog
B. KSU Approved Contracts
C. $10,000 or more, not on contract, contact Purchasing
D. University Policy / Board of Regents / State of Kansas

9/4/2018
WHERE TO FIND PURCHASING FORMS
http://www.k-state.edu/finsvcs/purchasing/forms.html
https://dfs.ksu.edu/eforms

THANK YOU FOR COMING!

9/4/2018