

The Purchasing Post

Basics

Never hurts to have a refresher on the basics. Even the most experienced staff person needs a review on the “do’s and don’ts” of Purchasing. When people call for guidance or when payments are audited, these are the basic steps Purchasing reviews as a decision is made.

KEY TO PURCHASING PROCEDURES

First question: Is it State Funds (the ten-digit project number begins with an “N” or “M”) or is it Grant Funds (the ten-digit project number begins with a “G”).

A. STATE FUNDS

1.) Are items/services available from established sources, i.e. State of Kansas contracts, Kansas Correctional Industries, K-State Printing Services, Catalog for Blind & Handicapped-Made Goods, K-State Facilities, Telecommunications, etc.?

- a.) Yes – Buy it from the established source regardless of dollar amount.
- b.) No – Go to #2.

2.) Items/services are not available from established sources and total cost is under \$5000?

- a.) Yes – Buy it where available (local authority). Phone bids are recommended.
- b.) No – Go to #3.

3.) Items/services are not available from established sources and total cost is \$5000 or over?

- a.) Yes – Competitive bids are required. Send purchase requisition to K-State Purchasing with specifications and recommended vendors.
- b.) Yes, But – If there are special circumstances involved, e.g. sole source, emergency, etc., please call K-State Purchasing for further guidance. Depending on the dollar amount and situation, we may have to involve the State of Kansas Div of Purchases.

B. GRANT FUNDS

Basically the same steps for State Funds apply to Grant Funds with a couple of exceptions:

- 1.) Not required to use State of Kansas contracts.
- 2.) Purchases are not subject to review by State of Kansas Div of Purchases. K-State Purchasing handles the bidding process and special approvals



Let The Buyer Beware!

There are companies (scam artists) contacting K-State departments attempting to sell toner cartridges for copiers and printers. These sales people are very smooth, will put you at ease, indicate they know you, and/or that your department has ordered from them in the past. They will try to pump you for additional information, catch you off-guard, and get you to agree to accept a shipment of toner. Best defense is to send them to K-State Purchasing or hang up the phone.

Reminder: Toner cartridges for printers are to be purchased from Cartridge King, the Staples contract, or the Office Supply Store. Copier toner for the Savin & OCE copiers is at no extra cost, i.e. included in the rental fee.

