

# The Purchasing Post

## Frequently Asked Questions

A new site is being implemented on the Purchasing website. With all the new changes occurring, Purchasing is hoping to address the most frequently asked questions through a new website called “FAQ’s”. Clever, huh! The site is located at [www.k-state.edu/controller/purchasing](http://www.k-state.edu/controller/purchasing) and the link is located on the right hand side of the page. Following is a sample of questions & answers listed.

*Q. What changed in Purchasing on July 1, 2010?*

*A. House Bill 2433 was signed by Governor Mark Parkinson, which amended KSA 76-769. The Kansas Board of Regents now has the authority to establish purchasing policies separate from the State of Kansas Division of Purchases, Division of Facilities Management, Division of Printing, and Kansas Correctional Industries, et al, as of July 1. Kansas State University, in conjunction with BOR, is in the process of establishing its own purchasing policies & procedures.*

*Q. What are the immediate changes?*

*A. Departments are no longer required to purchase items from the State of Kansas statewide contracts, e.g. Staples, Fisher Scientific, Grainger, etc. This will eliminate the need for off-contract prior authorization requests for small dollar (under \$5000) purchases. When an item is found cheaper or quicker locally, the dept. will be able to proceed with the purchase without having to take the extra step or paperwork of special approval. CAUTION... Regent Universities are still required to purchase items from the State Use Catalog (often referred to as “State Use Items”).*

*Q. What if I want to use the State of Kansas contracts?*

*A. Departments are encouraged to consider using the State of Kansas contracts because these agreements provide good products at good prices.*

The listed Q’s & A’s are in-house creations, trying to anticipate what people will need to know about Purchasing and the upcoming changes. Purchasing needs your input, too. There may be questions out there of which we are not aware. Please send your questions to [kspurch@k-state.edu](mailto:kspurch@k-state.edu), no matter how basic and they will be answered and posted on the website. Purchasing questions, only please. Any dating advice or spot removing tips will have to be addressed in another venue.



## Encumbering

The State of Kansas has implemented a new accounting system, referred to as SMART (Statewide Management, Accounting and Reporting Tool). The immediate impact on Purchasing by this new system is the encumbering process. Effective with FY2011, the Purchasing cover sheets, DA146 and DA47 will no longer be sent to Div of Purchases or Accounts & Reports. K-State Purchasing will still encumber funds locally and the rules still apply; fixed contracts with funding commitments over \$25,000 total and multiple payments within the fiscal year. The difference is the forms won’t go to Topeka for review and approval. The funds will be encumbered quicker and the cover sheet forms will be returned with just K-State signatures.

