

The Purchasing Post

Changes/FAQ's

CHANGES

Change is in the air. The students are back at school. Days are getting shorter and night time temperatures are cool. Changes are occurring at K-State, too. Some have already been announced. More are still coming. There has been many in just the past thirty days, so let's recap.

Name Change – Our department is now known as Division of Financial Services, no longer Controller's Office. (We are still Purchasing, though!)

State of Kansas Statewide Contracts – No longer mandatory, therefore off-contract approval for purchases under \$5000 is not necessary.

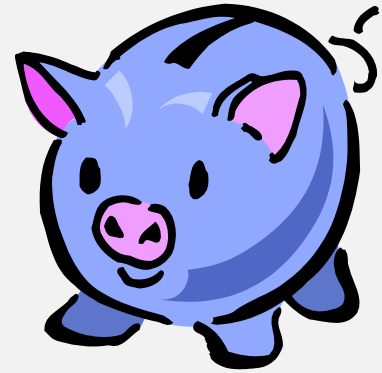
Staples Store – Business Procurement Cardholders, after registering with Staples, are now able to purchase from the local store with special pricing and tax exempt status in place.

Cover Sheets – The encumbering process for large fixed contract commitments has changed. Process stays local, i.e. Dept of Admin in Topeka is not involved. Still to come; the DA146 cover sheet and the DA47 Real Estate cover sheet is being combined into one form, a Planned Purchase Order.

FREQUENTLY ASKED QUESTION

Q. What is a "consortium"?

A. In the purchasing world, a consortium is a group of similar entities pulling their buying powers together to obtain better pricing, service, etc. K-State has the ability to purchase through various consortia, such as MHEC (Midwestern Higher Education Compact), E & I (Educational & Institutional Cooperative Purchasing), and WSCA (Western States Contracting Alliance). There are other purchasing groups which K-State may be able to participate in. Contact Purchasing when special equipment purchases arise. We may be able to tap into an existing contract through a consortium.



Roger is RETIRING!

Retirement Reception

Honoring
Roger Johnson
for
22 Years of Service at
Kansas State University

Friday, September 3,
2010
10:00 am to 11:30 am
Conference Room
21 Anderson Hall

Please join us as we bid
farewell to Roger and
wish him well as he
begins his retirement.

