



Purchasing Post

March 2014

Volume 7, Issue 3

Announcements:

- **March 21**
BB: KSU vs. UK,
8:40 p.m.
- **March 29**
National Mom &
Pop Business
Owners Day
- **April 1**
International Fun
at Work Day
- **April 5**
KSU Open House
- **April 12**
Document
Resources Free
Shred Day,
9-11:30 a.m.



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March is Purchasing Month!

As in previous years, the month of March is deemed “Purchasing Month” by the National Institute of Governmental Purchasing (NIGP). Kansas State University is filled with people who come to work day after day and efficiently do their job without any fuss, so it is nice to stop on occasion, acknowledge their work and say “Thank You”. March is the time to recognize those people involved in overseeing the spending of taxpayers money, whether State funds or Federal grants. A special acknowledgement to K-State’s Procurement Officers: Fred Bammes, Sarah Davis, Leonard Finney, Kris Fulkerson, Cathy Oehm, Joyce Polson, Robert Reves, Taryn Sanko, John Spitler, & Julie Wilburn. There are numerous other individuals who are involved in purchasing, too, along with their other duties. No room to name them all but those administrative specialists, accountants, business office staff, etc., are appreciated and need a pat on the back, too.

Fiscal Year End

Along with Purchasing Month, March is known for Daylight Savings Time, St. Patrick’s Day (fake & real), Spring Break, and the 1st day of Spring. March also heralds the first memo on (drum roll, please!)

FISCAL YEAR END!!!!

Yes, it is time to start thinking about wrapping up fiscal year 2014 and start prepping for fiscal year 2015. The official memo is in process but here are some of the dates to start the planning.

Construction or Major Repairs & Improvements:

On any project financed with funds which lapse on June 30, 2014, preliminary work on plans and specifications should be started immediately so bids can be issued. In the event a Purchase Requisition (PR) has not yet been processed, it should be initiated immediately and submitted by April 15, 2014.

Negotiated Requests for Proposals:

Submit Purchase Requisitions for items and services requiring the negotiated procurement process and involving FY 2014 funds to Purchasing by April 15, 2014.

Final Dates for FY 2014 Purchase Requisitions

Purchase Requisitions for \$25,000 or more are due 5-16-2014.

Purchase Requisitions for less than \$25,000 are due 5-30-2014.