



Purchasing Post

August 2014

Volume 7, Issue 8

Announcements:

- **Aug. 25**
First Day of Classes
- **Sept. 1**
University Holiday
- **Sept. 7**
Grandparents Day
- **Sept. 14**
National Pet Memorial Day
- **Sept. 19**
National POW/MIA Recognition Day



Kansas State University
Purchasing Office
21 Anderson Hall
785-532-6214
ksu.edu/purchasing

Completion of the Forms—Prior Authorization

Purchasing's primary objective is to acquire the right product/service at the right price, in the right quantity, delivered at the right time, and in the right location. One method of achieving this goal is through the competitive bid process. But, as we all know, there are times when seeking competition is counter-productive. Hence the need for Purchasing's Prior Authorization (PA) form. This form and its purpose has been the subject of previous "Post" articles, but this edition will walk users through the form, how to fill it out, and why it is necessary.

(1)(12) College/Dept. – Provide both the college and the department name. Acronyms are fine in (1) because of the small space. Be sure to spell out the college & department name in (12).

(2) Organization No. – Requesting the five-digit organization number assigned via Financial Information System. (<http://www.k-state.edu/finsvcs/systems/chartofaccounts/coalinks.html>). Department names change frequently, but the organization number is more static. The org. no. is one of the search factors in our imaging data base.

(3) Project No. – Ten-digit alpha/numeric string usually begins with a 'N' or a 'G'. Purchasing rules vary somewhat on whether the funding is State (N) or Grant (G), so the info is necessary on determining which way the request needs to be processed.

(4) Contact Person, Phone, Fax, E-mail – Purchasing prefers to work through the business office personnel, so please put the dept.'s point person for procurement here. The business office staff are already familiar with Purchasing procedures so questions can be answered quicker as a rule. When necessary, the business person will connect Purchasing with the end-user to obtain more detail on the purchase.

(5) Amount – Provide the total cost of the commodities / service. Include freight, travel, etc. If there is a five-year maintenance agreement as part of the package, include the entire 5-year costs.

(6) Vendor Name & Address – Pretty straightforward.

(7) K-State Employee – Ethics, independent contractor, etc. are some of the concerns to be addressed when contracting with individuals.

(8) Description – Be specific. What is being purchased? Quantity? Unit cost? Time frame? The more detail the better. Insufficient information will cause the request to be delayed as further clarification is sought.

(9) Exception – Again, detail is critical. Justify why this product/service/situation is so special that seeking competitive bids is pointless. In Purchasing's world, if there is any room for doubt in the rationale, we are better off soliciting bids and prove the product/service is unique, rather than run the risk of protests.

(10) Steps Taken – Document the research taken to support the justification for a special purchase request. If the information provided here is weak or incomplete, Purchasing will require a purchase requisition and bids will need to be solicited.

(11) Proposed Quotation or Contract – If available, send a copy with the PA form. It is not a substitute for the information required in the form but additional background info is helpful.

(13) Signature – Person with the authority to commit the department's resources. Some purchases require more than just money, e.g. commitment of personnel, liability issues, security protocol, changes in wiring, etc. The person signing must be on record at the Purchasing office.

See <https://dfs.ksu.edu/eforms/forms/simpleforms/purchasing/PurchSignatureAuthority.pdf>

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COLLEGE/DEPT.: _____(1)_____
ORGANIZATION NO: _____(2)_____
PROJECT NO: _____(3)_____
CONTACT PERSON: _____(4)_____
TELEPHONE: _____(4)_____
FAX NO. _____(4)_____
E-MAIL ADDRESS: _____(4)_____

PRIOR AUTHORIZATION FORM

Acquisition in the amount of \$ _____(5)_____ is requested from:

Vendor: (6)
Address:

Is/has the vendor ever been an employee of Kansas State University? Yes_____ No_____
If yes, please explain nature of employment and period of service?

(7)

Description of Material or Service (and Time Frame, if applicable):

(8)

Reason for Exception (sole source, emergency, etc?):

(9)

Describe the steps that have been taken to insure that no other competition exists (other vendors contacted & why unable to provide, nature of work, etc.).

(10)

Attach copy of quote and/or proposed agreement. (11)

College/Department Name: _____(12)_____

Authorized Signature: _____(13)_____

_____(13)_____ (Date) _____

(Print Name & Title)

K-STATE PURCHASING USE ONLY

Approval: _____ Date: _____
(Signature & Title)