Various Topics

COPIERS

Per the April 2015 Purchasing Post, the State of Kansas copier contract (#12156AB) was renewed for an additional two years, through 10/31/2017. Any desired changes to the department’s current copier arrangement needs to be addressed this month. Please refer to the April Post for details, contact Mark McCabe with Century Business Technologies (785-267-4555, mark.mccabe@centuryKS.com) or call Carla in Purchasing (785-532-6214, cbishop@ksu.edu).

FEDERAL SURPLUS PROPERTY

A notice went out via the Purchasing Listserv reminding those departments who currently utilize the Federal Surplus Property Program need to update their application on file with the names of the appropriate representatives who can acquire property, obligate funds, and agree to the terms & conditions. The Purchasing Office submits the Application for Eligibility and the departments submit the Authorized Representatives form with Purchasing signing under the certification section IV as the authorized official. If you would like to know more about the Federal Surplus Program (which is connected to the State of Kansas Surplus Property program), please visit:

http://admin.ks.gov/offices/surplus-property/federal-surplus

OFFICIAL ADDRESS

When completing paperwork, such as credit applications, contracts, etc., a common question is the University's official address. It is:

Kansas State University
110 Anderson Hall
919 Mid-Campus Drive North
Manhattan, KS  66506-0110

Anderson Hall is also building number 00001. Do you know your building’s number and street address? It is good information to have, especially in times of crisis. As you are aware in this day & age of change, new buildings go up, additions/wings occur, departments move, names are revised, etc. However the building number and street address will stay the same. Since Purchasing oversees the property insurance policy, I want to encourage all departments to have the information available. Go to website below for details. If your building is not on the list, contact Purchasing.

http://www.k-state.edu/facilities/operations/cms/street-addresses.html