Memorandum of Agreement

Purchasing continually updates its forms in the effort to keep them user-friendly for the departments while trying to acquire and relay the appropriate & current information. Attached is the most recent version of K-State’s memorandum of agreement form. This document helps guide departments to create a contract that conveys the obligations of both parties while also establishing protections. The MOA, as it is sometimes called, is meant to be used for small dollar, short term contracts, usually consulting or similar services. The form is a guideline and is available in a Word format on Purchasing’s website so departments can adapt the form to their particular needs. MOA’s would be utilized once the Purchasing requirements have been met, i.e. total purchase commitment under $5000; bids have been solicited but a purchase order doesn’t address the situation; or special approval (prior authorization form) has been received. Check the form out at www.k-state.edu/finsvcs/purchasing/forms.html. As always call Purchasing with any questions.

Contract Numbers

The September 2015 Purchasing Post addressed the various formats our contract numbers have. In our numbering system, Purchasing failed to take into account that the State and K-State were using the same format and eventually would end up using the same number. Well it has happened. Both K-State and State of Kansas are using contract numbers in the 40000 range. To help differentiate between the sources of the contract, our contract listing now shows SOK in front of all the State’s contract. Contract info is at www.k-state.edu/finsvcs/purchasing/contract.html

Training

Due to popular demand, K-State Purchasing is once again offering training for University employees who have purchasing responsibilities for their respective departments. This training is aimed at those employees new to procurement & to K-State, those familiar with procurement but new to K-State, and those employees who are familiar with K-State but now have procurement responsibilities. Did I cover everyone? There are two sessions, both held on Thursday, November 19, at 21 Anderson Hall, aka 919 Mid-Campus Drive North. Morning session is from 9:00 – 10:30 am and afternoon is from 1:30 – 3:00 pm. Register at https://dfs.ksu.edu/events/register.aspx.

Christmas is coming!!! Friendly reminder that the holiday season is arriving soon. If your department is needing something purchased prior to the new year, then please send the purchase requisition or the prior authorization as soon as possible. With Thanksgiving & Christmas holidays, the number of work days are limited. PR’s and PA’s that are submitted in December may not be addressed until January.