Purchasing Guidelines – Quick Reference			
OBTAIN ANY NEEDED APPROVAL OR WAIVERS REGARDLESS OF COST OR SOURCE			
Process	Department's Role and Responsibilities	Purchasing's Role and Responsibilities	Result of Process
KANSAS STATE USE	Purchase from established	Assist departments as	Compliance with K.S.A.
CATALOG	vendors regardless of cost.	needed. Audit payments.	75-3317 to 75-3322.
SMALL PURCHASES	Total purchase amount is	Available to answer	Department places
<\$10,000	under \$10,000.	questions and/or assist	order directly.
Departmental discretion to use contracts, solicit bids or	Compare pricing between	as needed.	
purchase directly.	contract and other vendors.	Will recommend established contract	
parenase an eetry.	Use Business	vendors.	
	Procurement Card (BPC)	Vendorsi	
	as much as possible.		
PURCHASES AT \$10,000 or	Products/services are	Assist departments as	Department places
MORE	available from K-State	needed and audit	order directly.
Contract	approved contracts.	payments.	
PURCHASES AT \$10,000 or	1. Submit Purchase	1. Review PR & specs.	Purchasing issues
MORE Non-Contract:	Requisition (PR). 2. Include list of vendors	2. RFQ posted on website and applicable	purchase order.Compliance with
Request for Quotation (RFQ);	and detailed specifications.	vendors notified.	Board of Regents and
Competitive bids must be	3. Review bids and send	3. Send valid bids to	University policies.
solicited.	recommendation to	department for review	Responsible use of
	Purchasing.	and recommendation.	department funds by
		4. Award bid.	seeking competition
			and obtaining best
INVITATION FOR BID (IFB)	1. Determine needs over	1. Review documents,	pricing and service.Purchasing creates
Open-end contract, may	time period.	determine which	contract. Department
reserve right to negotiate	2. If negotiations required,	method works best for	places contract orders
	send letter to VPAF for	dept. and situation.	as needed.
REQUEST FOR PROPOSAL	Procurement Negotiation	CONFIDENTIAL	Compliance with
(RFP) Open-end contract,	Committee (PNC).	2. Bids sent to	Board of Regents and
negotiation committee formed	3. Submit PR, specs, vendors and est. usage.	department for review. 2b. RFP – coordinate	University policies. Responsible use of
	CONFIDENTIAL	negotiations with	department funds by
	4. Recommendations to	vendors and	seeking competition
	Purchasing, negotiate as	department.	and obtaining best
	part of committee.	3. Award contract.	pricing and service.
CDECIAL CITHATION	1 Novifice information that	4. Administer contract.	. Francisco ale!: f- :-
SPECIAL SITUATION PURCHASES	1. Verifies information that no competition exists or	Review Prior Authorization and	 Ensures check for legitimacy on
Sole Source	special circumstances.	justification/information.	purchases without
	2. Submit Prior	2. Require PR or bids, if	competition.
	Authorization (PA) form	necessary.	 Compliance with
	with appropriate	3. Authorize, if deemed	Board of Regents and
Emorgonov	documentation.	appropriate.	University policies.
Emergency	Contact Purchasing.	4. Report accordingly.	
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	Solicit 3 phone bids, if directed. Submit PA form.		