# Purchasing Post

## July 2014

### Volume 7, Issue 7

### We’re Going Home!

Facilities will begin moving Purchasing back to Anderson 21 beginning Monday morning, July 21, 2014. Responses to voicemail, campus mail and email could be delayed. We should be back in full operation by Wednesday morning. Here is a copy of a previous Post due to the upheaval.

## Purchasing Guidelines

<table>
<thead>
<tr>
<th>Process</th>
<th>Dept’s Role &amp; Responsibilities</th>
<th>Purchasing’s Role &amp; Responsibilities</th>
<th>Result of Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KANSAS STATE USE CATALOG</strong></td>
<td>Purchase from established vendors regardless of cost.</td>
<td>Assist departments as needed, audit payments.</td>
<td>Compliance w/ RSA, 75-8517 to 75-8800.</td>
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<tr>
<td><strong>SMALL PURCHASES &lt;$5,000</strong></td>
<td>Total purchase amount is under $5,000. Compare pricing between contract &amp; other vendors. Use Business Procurement Card (BPC) as much as possible.</td>
<td>Available to answer questions and/or assist as needed.</td>
<td>Department places order directly.</td>
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<tr>
<td><strong>PURCHASES AT $5,000 OR MORE</strong></td>
<td>Products/services are available from K-State approved contracts.</td>
<td>Assist departments as needed, and audit payments.</td>
<td>Department places order directly.</td>
</tr>
<tr>
<td><strong>PURCHASES BETWEEN $5,000-$10,000</strong></td>
<td>1. Submit Purchase Requisition (PR). 2. Include list of vendors &amp; detailed specifications. 3. Review bids &amp; send recommendation to Purchasing.</td>
<td>1. Review PR &amp; specs. 2. RFQ posted on website and applicable vendors notified. 3. Send valid bids to department for review and recommendation. 4. Award bid.</td>
<td>Purchasing issues purchase order. Compliance with Board of Regents / University policy. Responsible use of department funds by seeking competition and obtaining best pricing &amp; service.</td>
</tr>
<tr>
<td><strong>PURCHASES &gt;$10,000</strong></td>
<td>Same steps as above.</td>
<td>Same as above except bids must be received sealed.</td>
<td>Purchasing issues order as per above.</td>
</tr>
<tr>
<td><strong>Invitation for Bid (IFB)</strong></td>
<td>Open-end contract, may reserve right to negotiate.</td>
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<tr>
<td><strong>Request for Proposal (RFP)</strong></td>
<td>Open-end contract, negotiation committee formed</td>
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<tr>
<td><strong>SPECIAL SITUATION PURCHASES</strong></td>
<td>1. Verifies information that no competition exists or special circumstances. 2. Submit Prior Authorization (PA) form with appropriate documentation.</td>
<td>1. Review Prior Authorization and justification/information. 2. Require PR or bids, if necessary. 3. Authorize, if deemed appropriate. 4. Report accordingly.</td>
<td>Ensures check for legitimacy on purchases w/out competition. Compliance with Board of Regents / University policy.</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>Contact Purchasing, solicit 3 phone bids, if directed. Submit PA form.</td>
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</tbody>
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*Image of a piggy bank at the top of the page.*