



Controller's Office
102 Anderson Hall
Manhattan, KS 66506 -0108
Fax: 785-532-6612

Memo 11-02
July 20, 2010

TO: President, Provost, Vice-Presidents, Vice-Provosts,
Deans, Directors, and Department Heads

FROM: Fran Willbrant, Controller *Fran Willbrant*

CONTACT: Carla Bishop, Purchasing, ext. 2-6214

SUBJECT: Purchasing Guidelines

State legislation was enacted effective July 1, 2010 which enables universities within the Kansas Board of Regents system to establish purchasing policies and procedures independent of the State Division of Purchases.

Notable purchasing policy and procedure changes enacted by K-State follow:

- The K-State Purchasing Office will negotiate purchases locally and only involve the State Division of Purchases when advantageous to K-State.
- Purchasing items from the State of Kansas statewide contract vendors and the Kansas Correctional Industries (KCI) is no longer required.

A summary of notable purchasing policies that remain the same are:

- Competitive bids for items over \$5,000 (total cost) are still required by the K-State Purchasing Office.
- Purchasing items from the State Use Catalog, which offers items produced by the blind and severely disabled Kansans, is still statutorily required.
- K-State Printing Services will supply printed materials and copies.
- Contracts involving buildings and/or grounds must be initiated by the K-State Division of Facilities.

Please check our website <http://www.k-state.edu/controller/purchasing/FAQ.html> for additional information regarding these changes. We will continue to review our policies and procedures, and anticipate implementation of additional changes over time. If you have any questions please contact the K-State Purchasing Office by e-mail kspurch@k-state.edu, phone 785-532-6214, or fax 785-532-5577.

Cashiers
211 Anderson Hall
785-532-6317
Fax: 785-532-6454

Student Loans
211 Anderson Hall
785-532-6204
Fax: 785-532-6454

Accounts Payable
220 Anderson Hall
785-532-6202
Fax: 785-532-1305

Purchasing
21 Anderson Hall
785-532-6214
Fax: 785-532-5577

Funds Management
206 Anderson Hall
785-532-1838
Fax: 785-532-1305

Sponsored Projects Accounting
10 Anderson Hall
785-532-6207
Fax: 785-532-5577

Systems
218 Anderson Hall
785-532-2048
Fax: 785-532-1305

Financial Reporting/ Inventory
21C Anderson Hall
785-532-6525
Fax: 785-532-5577

Administration
102 Anderson Hall
785-532-6210
Fax: 785-532-6612