



Policies and Procedures

14.01 / General Purchasing Policies

In accordance with K.S.A. 76-769, as amended, and pursuant to policies of the Kansas Board of Regents, the University has delegated authority to acquire any supplies, materials, equipment, goods, property, printing or services required by the University and to enter into leases of real property. In exercising these delegated authorities, the University shall:

1. Focus on the stewardship of public funds.
2. Advance and support the mission of the University.
3. Promote a competitive and fair procurement environment.
4. Be open and transparent (adhering to the Kansas Open Records Act).

When reasonably available, the University shall utilize cooperative purchasing opportunities with other public universities or other state agencies to achieve the lowest competitive price, including purchasing from current State of Kansas central purchasing contracts, state travel services, and products pursuant to the Prison Made Goods Act, if and when it is in the best interests of the University.

The President shall delegate purchasing authority to all vice presidents of the University. The WSU Director of Purchasing shall provide assistance and professional support to the President and vice presidents to ensure all purchasing policies and procedures are followed. The Director of Purchasing may further delegate purchasing responsibilities to persons in University departments for efficiency of operations. The Director of Purchasing shall work with the President's Executive Team to adopt operational procedures governing the internal purchasing functions of the University, including purchases at the departmental level. These procedures can be accessed and reviewed via the following link: [Administration of WSU Procurement Policies in Accordance with the Kansas Board of Regents Policy on Fiscal Management.](#)

The Associate Vice President for Financial Operations and Business Technology, Director of Purchasing, Office of Purchasing staff and Director of Internal Audit shall work with the President's Executive Team as operating procedures and reporting mechanisms are developed, and audits of individual departments are conducted, to ensure adherence to proper purchasing policies and procedures.

The Office of Purchasing establishes contractual service agreements for professional services and service maintenance agreements and maintains all open-ended contracts. The Office of Purchasing cannot purchase items for individuals for their personal use and as a general policy, no University purchase orders will be awarded to University employees.

State Contracts for Supplies and Services:

Contracts for commonly used equipment, supplies and services have been developed by the State of Kansas Department of Procurement and Contracts and the Office of Purchasing. A list of contracts developed by the Office of Purchasing for University use is available at the Office of Purchasing. Copies and updates of these contracts are maintained by the Office of Purchasing and are forwarded to departments expected to have need for the items covered by the contract. State contracts for commonly

used equipment and materials must be utilized unless it can be clearly demonstrated that an alternative purchase would be in the best interest of the University. Approval by the Office of Purchasing is required when deviating from this policy, **prior to acquisition.**

Contracting Policy:

Section 1.04, Execution of Contracts, identifies the University officials with contracting authority. The Vice President for Administration and Finance has further delegated limited authority for the execution of purchase orders to the Director of Purchasing.

Vendor Information:

The Office of Purchasing maintains a current library of vendor product information and maintains a program of vendor evaluation on the basis of quality, service, delivery practices and price. Procurement officers are apprised of current market conditions, scarcity of materials, new product availability, delivery information and state and federal excess property. Procurement officers also explore new and improved sources of supplies, materials, processes and ideas which will better serve the needs of all University departments.

Used Equipment:

The University does not generally purchase used equipment. However, if it can be demonstrated that it is advantageous to do so, used equipment may be purchased from an established and reliable vendor of the type of equipment to be purchased. Normal purchase procedures are required for this type of purchase.

Departmental Services:

Office of Purchasing procurement officers will visit departments to discuss current needs, future opportunities, and procedures. These visits are generally made at departmental request. A representative from the Office of Purchasing will visit with new department heads, researchers, administrative assistants, and secretaries to explain purchasing procedures and services. Contact the Office of Purchasing to arrange a visit.

Banner:

All departments that wish to purchase goods or services with funds that are deposited in the state treasury, including research grants, will be required to use Banner to submit requisitions to the Office of Purchasing. Department budget officers shall keep the Director of Purchasing informed as to who is responsible and authorized to submit requisitions and who is authorized as the Banner Requisition Approver on behalf of the department.

Effective Date:

March 29, 2016



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14.02 / Purchases Less Than \$10,000 (\$3,000 for Federally Funded Programs)

As appropriate, the Office of Purchasing requires items to be purchased using state or local contracts, University sources, Kansas State Use Catalog, or otherwise require advance approval from the University, the Kansas Board of Regents, or the State of Kansas. For those goods and services that are not available from one of the above sources, departments may be authorized to make purchases direct from any vendor when the delivered dollar value of the purchase is less than \$10,000 (\$3,000 for Federally Funded Programs), no additional orders for like products or services will be placed again within 30 days [which would make the overall accumulated purchase exceed \$10,000 (\$3,000 for Federally Funded Programs)], or the purchase of the desired product or service is not otherwise restricted. Departments are responsible for checking to see if their desired purchases are restricted items and are encouraged to contact the Office of Purchasing for help in doing so.

Some contracts allow for an exception to be granted prior to purchase for items that are on contract, but are found at a lower price elsewhere with the same quality and specifications. A Prior Authorization for Off-Contract Purchase form shall be completed by the department and submitted, along with an indication of the funding source, to the Office of Purchasing for consideration. Certain items such as personal computer systems and certain vendors such as those in the Kansas State Use Catalog are not subject to granting of this exception.

The Office of Internal Audit and the Office of Purchasing will conduct periodic audits to determine whether or not items are being purchased that are available from University sources or from state-contracted vendors, unauthorized items are being purchased, and/or purchases are being split up into increments of less than \$10,000 (\$3,000 for Federally Funded Programs) in order to bypass procedures for larger purchases. They will also check to see how effectively departments are making follow-up inquiries to obtain credit on tax charged by vendors, accurate and prompt notification of items to the University's Accounts Payable Department, and whether adequate departmental control records are being kept. Departmental delegated purchasing authority can and will be revoked by the Director of Purchasing if found to be abused or used irresponsibly.

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14.03 / Purchases of \$3,000 or More

Purchases of \$3,000 up to \$10,000:

If non-federal (grant) funds are used, it is recommended that three price quotations be secured and submitted to the Office of Purchasing (Purchasing) with the Banner Requisition (if a PO is to be issued) or with the ICD (if purchased without a PO), for audit purposes. If federal (grant) funds are used, per 2 CFR 200 Uniform Guidance, **three price quotes are required.**

Along with these quotes, the department should complete a Bid Tabulation that details the delivered prices and the department's recommendation to award the purchase. This documentation will be scanned, as processed, by Financial Operations. If the documentation isn't included and it is requested by any State or Federal auditor, the budget officer will be required to produce the documentation. Prior approval is not required.

Acceptable quotations include price lists from websites, written quotes from vendors, or quotes generated by online searches. Rate quotations should include a written specification of the item to be purchased that is provided to each vendor or used to secure the verbal or web quote. The department shall accept the low bid that meets specification, or must provide a written explanation as to why the low bid/quote was not acceptable.

Sole Source requests are not required for purchases under \$10,000.

Purchases of \$10,000 up to \$50,000:

Competitive bids on purchases of \$10,000 or more will be obtained by Purchasing, either by telephone or written request. The processing time for award of a purchase order could be a few days to multiple weeks depending upon the complexity of the purchase. Purchasing will conduct all negotiations with vendors in cooperation with the respective department.

Purchases of \$50,000 or more:

All bids, regardless of the source of funds, that are estimated to be in the amount of \$50,000 or more, must be advertised and open for a minimum of two (2) weeks and processed with the receipt of formal written bids.

Contractual Service Agreements:

Contractual service agreements in the amount of \$10,000 or more must be documented by a formal written agreement including a Contractual Provisions Attachment (DA-146a). Purchasing will work with the General Counsel regarding preparation of any contract. Contractual service and appropriate documents shall be signed in accordance with the contracting policy referenced in [Section 1.04](#).

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14.04 / Externally Sponsored Research Programs

Procurement for externally sponsored research programs must comply with the following: University policies; state or federal laws and regulations; and requirements of the funding source. All procurement for externally sponsored research programs will be processed through the Office of Purchasing. Federal procurement standards¹ and any special constraints imposed by the sponsoring agency must be observed. Expenditures require funding approval from the Office of Research and Technology Transfer (RTT) and all applicable research budgets and purchasing requisitions shall be routed through RTT prior to forwarding to the Office of Purchasing.

Subcontracting:

The Office of Purchasing will prepare the appropriate bid documents to be used, unless otherwise agreed by the Office of Purchasing and RTT. The principal investigator and the contract specialist in RTT will develop the subcontract in cooperation with the Office of Purchasing. Upon approval by the principal investigator, the contract specialist or the Office of Purchasing will obtain the signatures of the subcontractor and the authorized signatory for the University. Work shall begin only after completion of a signed contract.

Sole authority for issuing a change order and/or a change in the statement of work to the subcontractor belongs to the Director of Purchasing who will consult with RTT as necessary. The principal investigator shall receive reports and monitor progress of the subcontractor. Any requirement or request to redirect the subcontractor must be submitted to the Director of Purchasing for appropriate action.

Request for payment to subcontractors must be approved by the principal investigator and RTT. Approval by the principal investigator attests that the subcontractor has met all scheduled requirements under the contract in a manner that represents satisfactory technical/services/production criteria of the contract. Approval by RTT attests the monetary value is within the contract budget. Any variations noted by the principal investigator or RTT will cause the Office of Purchasing to initiate action with the subcontractor to resolve the concerns before payment is made. An Invoice Control Document (with invoice attached) is then processed through RTT and will then be forwarded to the Office of Purchasing for payment.

Other Statutory Requirements:

There are several statutes and regulations which govern or are applicable to this area of purchasing. The Office of Purchasing or the General Counsel will be available to assist in ensuring that a purchase requisition is in keeping with required guidelines when questions arise beyond the scope of this manual. The following is a non-exhaustive list of important considerations:

1. Complete documentation is required to support payments for all commodities and services.
2. All contractual service agreements must be documented in accordance with normal purchasing and contracting policies.
3. For all computer and telecommunication acquisitions, assistance from Information Technology Services is available for specifications.

4. Printing services must be performed in accordance with Section 15.03 of this manual.
5. Purchases of insurance is restricted by statute. Please contact the Office of Purchasing or the General Counsel for specific requirements.
6. Rent or lease of space must be approved by the Vice President for Administration and Finance and the Secretary of Administration for the State of Kansas.
7. Observance of conflict of interest laws is required.
8. Compliance with the Kansas Prompt Payment Act is required.
9. See Section 3.35 of this manual regarding determination of independent contractor status.

¹ Federal procurement standards must be followed where they are more restrictive than the State of Kansas. These standards are contained in the Uniform Guidance 2 CFR 200.217 to 2 CFR 200.326. All goods and services must be eligible for payment from grant funds according to guidelines from the sponsoring agency. These guidelines for federal grants are found in the Uniform Guidance 2 CFR 200. Contact RTT or the Office of Purchasing for more information in these areas or for copies of the circular.

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