

Purchases Using Research Monies:

- Research monies (Sponsored Projects/ grants) are in the account range 5-20000 thru 5-38999 and are defined as being funded 50% or more from monies received from federal agencies or other external sources.
- Everyone, including research monies, is required to purchase from Printing Services, Kansas Correctional Industries, Catalog of Blind & Handicapped, and Telecomm.
- Departments have the authority to purchase items costing **up to \$2,000.00** without being required to obtain telephone bids (with research monies only).
- For purchases costing **\$2,000.00 to \$4,999.99 (including freight)** you must obtain **telephone bids** yourself, or you may use the KSU Purchasing Office to assist you. See Lindsay for a telephone bid sheet (with research monies only).
- For purchases **costing \$5,000.00 or more, purchase requisitions must be prepared and forwarded to the KSU Purchasing Office** for competitive bidding and placing of the order. If a purchase requisition is needed, you will need to prepare a list of specifications, including a list of recommend vendors and their information. Turn this in to Lindsay as a Word file in an email attachment. Lindsay will then take this information and prepare the purchase requisition and forward the necessary documentation to the KSU Purchasing Office.
- There are times when competitive bids are not reasonable because competition doesn't exist. When these sole source purchases occur, departments are to submit a sole source form along with the payment with written justification regarding the solitary source

situation. You should receive prior authorization **before** ordering the product. See Lindsay for a Sole Source form.

- If you are purchasing something over \$1,999.99 including freight, you need to have either completed telephone bids or a sole source form.
- If you are purchasing something over \$4999.99, you do NOT have purchasing authority and this has to be ordered through purchasing. Please turn in all of the necessary documents to Lindsay.
- You do not have any limitations if you are ordering an item that is on contract. Please note the contract number on the purchase order.

Purchases Using Non-Research Monies: (i.e. SRO Act & Matching Acts)

- Everyone, including research monies, is required to purchase from Printing Services, Computer purchases, Kansas Correctional Industries, Catalog of Blind & Handicapped, and Telecomm.
- Non-Research monies are monies appropriated from the State General Fund (account range 2-00000 thru 5-19999)
- Departments have the authority to purchase items costing **up to \$2,000.00** without being required to go through the KSU Purchasing Office.
- For purchases costing **\$2,000.00 and up**, the department **is required to go through the KSU Purchasing Office** for competitive bidding and placing of the order. A purchase requisition is needed for this, so you will need to prepare a list of specifications for the items you are wanting to order, including a list of recommend vendors and their information. Turn this information in to Lindsay as a word file as an email attachment. Lindsay will then

take this information and prepare the purchase requisition and forward the necessary documentation to the KSU Purchasing Office.

- There are times when competitive bids are not reasonable because competition doesn't exist. When these sole source purchases occur, we are to submit a sole source form along with the payment with written justification regarding the solitary source situation. You can get a sole source form from Lindsay. This should be turned in to Lindsay so she can get official approval from purchasing prior to ordering.
- You do not have any limitations if you are ordering an item that is on contract. Please note the contract number on the purchase order.
- Please note that if any item is on contract then you are required to purchase through the contract vendor. If

Other Things to Remember This Applies to both Research & Non-Research

- When turning in a receipt for personal reimbursement, please remember to sign your name on the receipt. We will not be able to reimburse you without your signature on the receipt. Please also include the address you would like your check sent to and your social security number.
- When turning in charge receipts from the Union Bookstore, Union Computer Store, Staples, or any other local charge account, please make sure to write who or which group is paying for these charges to on the receipt.
- **There should be a purchase order turned in to Treva for every purchase made so we can match it up with the invoice when it comes in. Failure to turn this in will result in delayed payment.**