FIRST SLIDE

Why the Changes?
-As of July 1, 2010 the Kansas Board of Regents stated that each State University shall develop and be guided by their procurement policies and procedures.

SECOND SLIDE

What Does That Mean to ESU?
-We have more purchasing authority and responsibility. Due to having more authority there is more of a chance for review and audits by the Board of Regents. ESU has a very good reputation with the State for our integrity and ethics. We want to make sure we keep that reputation.

- The University may be required to report savings to the Kansas Board of Regents. Documentation of bid results must be submitted to the Controller/Director of Purchasing for reporting potential savings.

- State contracts still need to be utilized unless a savings can be shown.

- If the total purchase is under $1000 bids are not required but still recommended. The departments take the responsibility for explaining should we be questioned or audited by the Board of Regents. Keep in mind that even though the chances are slim, we could be sued for lack of bidding.

- If the total purchase is between $1000 and $4999.99, bids are strongly recommended. An informal bid form should be submitted to Purchasing.

THIRD SLIDE

- Items purchased with State funds are State property and need to remain with the University after employment terminates, i.e., iTouch, laptops, etc.

- Because State of Kansas tax dollars are being used to make ESU’s purchases, our records are open for public view according to the Open Records Act.

- Prior authorization should be used for sole source purchases over $5000.

FOURTH SLIDE

Technology Related Orders
- All technology purchases will be reviewed and approved by TCS before the order is placed. Technology purchases include but are not limited to computer hardware, software, printers, scanners, Netbooks, iPads, cameras, related equipment or peripherals, and related licenses.

- It is suggested that the departments contact TCS for specifications, support issues, product recommendations, and quotes before creating and routing the purchase order.
- When using a purchase order, continue to route to Purchasing first. Purchasing will then send to TCS for review and approval. Approval is required before the order will be placed.

**Promotion and Publicity**

- All promotion and publicity will be reviewed and approved by Marketing and Media Relations before the order is placed. This includes but is not limited to ESU designs, institutional names, logos, marks, advertising, and printing.

- When using a purchase order, continue to route to Purchasing first. Purchasing will then send to Marketing and Media Relations for review and approval. Approval is required before the order will be placed.

- Design is free.

- Minimum of a week for approval. Could take longer depending if graphics need to be changed.

**FIFTH SLIDE**

- When using the BPC, a purchase order will be routed to Purchasing first. Purchasing will then send to TCS and Marketing and Media Relations (if necessary) for review and approval. Purchasing will assign a number before sending back to the department. Once the department receives the purchase order back they can place the order. Please make sure to note on the purchase order that this is a BPC purchase. If the BPC limit needs to be increased contact Accounts Payable or put note on PO.

**SIXTH SLIDE**

**SEVENTH SLIDE**

- Here is a flowchart for purchases up to $5,000. Embedded in the chart are procedures related to the informal bid process.

- Mention approval requirements.

**EIGHTH SLIDE**

**Informal Bid Process**

- Purchases with a total price of less than $4,999.99, including shipping and handling for an item or any given project.

- Quote number consists of department org number, fiscal year and sequential number. 6040-1101.

- Ask if shipping is FOB origin, freight paid, or prepay and add freight to invoice.

**EXAMPLE OF INFORMAL BID FORM**

**NINTH SLIDE**
Staples Rollout
- Everyone’s BPC is set up to receive discount at the Staples store. Will not receive as good of a discount as eway.com.

- Rewards program does not apply. Discount is already applied when BPC is used.

- When paying make sure to say you are with ESU and should receive tax exemption.

- BPC can be used to purchase items on an emergency basis.

- Still need to use eway.com for purchases to receive the contract pricing.

- State Use catalog items will be available in the store at catalog pricing.

- Cartridge King should be there soon. Remanufacture and Gold Crown cartridges only, no HP.

- TECH and KETCH by mid November… three ring binders, etc.

W-9
- Continue to send W-9s for vendors that we haven’t done business with in the past to speed up processing.