

Memo 11-02
July 20, 2010

TO: President, Provost, Vice Presidents, Deans, Directors, and Department Heads
FROM: Fran Willbrant, Controller *Fran Willbrant*
CONTACT: Carla Bishop, Purchasing, ext. 2-6214

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

• K-State Purchasing Office will negotiate purchases directly 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.

• Competitive bids for items over \$5,000 (total cost) are still required by the K-State Purchasing Office.

• K-State Printing Services will supply printed materials and copies.

K-State Division of Facilities
Sponsored Projects
Accounting

Please check our website <http://www.k-state.edu/controller/purchasing/HACU.html> for

any questions please contact the K-State Purchasing Office by e-mail kopurch@k-state.edu.

Cashiers
211 Anderson Hall
785-532-6217
Fax: 785-532-6454
Student Loans
211 Anderson Hall
785-532-6904
Fax: 785-532-6454
Accounts Payable
220 Anderson Hall
785-532-6202
Fax: 785-532-1305

21 Anderson Hall
Fax: 785-532-5577
Funds Management
206 Anderson Hall
785-532-3000

30 Anderson Hall

Systems
218 Anderson Hall

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: 785-532-6410

Fax: 785-532-0012