General Purchasing Process Overview
Wichita State University

1. When a department identifies a need to procure goods or services (Hereinafter referred to as “Commodity”) it shall first determine if the desired Commodity is available from an internal source. Examples include Facility Operations, University Computing and Telecommunications, Media resources Center or Central Services Storeroom and Copy and Print Shop. If departments have a question, they may call the Office of Purchasing at Wichita State University (hereinafter referred to as “Purchasing”) for assistance. Use of an available internal source is mandatory when using funds on deposit with the state treasury to pay for the transaction, including grant funds.

2. If the desired Commodity is not available from an internal source, departments shall then determine if the Commodity is available through the State Use Catalog. If the Commodity is available through the State Use Catalog, the Commodity must be purchased from the listed vendor unless the vendor issues a waiver. All waivers shall be requested through Purchasing. Use of the State Use Catalog vendor is mandatory, however, some of the internal sources mentioned in Section 1, procure Commodities through the State Use Catalog vendors and the department will have been considered to have used the State Use Catalog vendor if it uses an internal source who has originally purchased the Commodity from the State Use Catalog vendor.

3. If the desired Commodity is not available from an internal source or a State Use Catalog vendor, departments shall then determine if the desired Commodity is available on a specific state contract, specific local contract, a specific local encumbrance contract or available from Kansas Correctional Industries. If the Commodity is available from one of these named sources, the appropriate vendor shall be utilized unless a prior authorization is obtained through Purchasing.

4. If a source for the desired Commodity has not been located as stipulated above, departments may purchase the desired Commodity from a vendor of their choice up to their delegated purchasing authority amount. No department has been delegated an authority higher than $4999.99 and in many cases, and especially with the use of the State Business Procurement Card (hereinafter referred to as BPC) this amount is even less. If the total purchase for that department or cost center, whichever is more encompassing, for all known needs at the time of purchase is estimated to exceed $4999.99 (delivered), competitive bids or a prior authorization will be required.