Purchasing

OMB Uniform Guidance purchasing platform applies to all purchases made with funds held at KUCR.

- Micro Purchase: Is a purchase under $3,000 or $2,000 for construction on funds subject to the Davis-Bacon act. Purchases under $3,000 may be procured without seeking competitive quotes or bids.
- Small Dollar Purchase: $3,001 - $150,000: Purchases in this dollar range require rate quotations. These can be verbal, written, internet pricing and MUST be documented. Purchases over $50,000 may require a bid process.
- Sealed Bid >$150,000: Sealed bids will be handled by KU Purchasing and or DCM on behalf of KU Research. This would include construction project where price is a major factor.
- Competitive Proposals: >$150,000: KU Purchasing will be involved, may require a bid process.
- Sole Source: These purchases are available only from 1 source or the purchase may be a public emergency or the purchase is authorized in the grant.
KU Procure to Pay System

KUPPS

- Orders should be entered in the KUPPS purchasing system as a purchasing requisition.
- All documentation should be included with the purchase requisition i.e., quotes, competitive quotes, justifications etc.
- Identify the funding for the purchase.
- Add any additional information that may help process your order i.e., include budget documents if the equipment was written into the grant.
- If your order is over $50,000 contact KU Research Purchasing to determine if the order must go out for bid. Examples of items that may require a bid process are highly visible items such as a vehicle.
- If you need to request bid services, these will be handled by KU Purchasing staff for KU Research. KU Research does need to review the request prior to contacting KU Purchasing to determine allowability and funding on the grant.
KU Research does offer a procurement card that can be used for travel related expenses and small dollar purchases (under $3,000).

- Travel related expenses, airfare, hotel, conference registrations etc. applies to domestic and international.
- Small dollar re-occurring invoices i.e., FedEx, MFD copiers.
- International purchases with vendors that do not accept purchase orders.
- Requires receipts and p-card reconciliation.
- Mandatory training is required.
- Not to be used for the purchase of gift cards.
- P-card is not designed for equipment purchases.

Questions or to apply for a P-card contact kucrcard@ku.edu.
KU Research Purchasing staff will verify the following items for every order in KUPPS over $3,000 before issuing a PO to the vendor

- Is a valid quote attached?
- If quote has expired has department attached an email from vendor stating they will honor expired quote?
- Is this an emergency order?
- If order does not include the researcher in KUPPS workflow, is the PI request for the purchase included as an attachment.
- Has special handling been requested via the Comments tab?
- Is the single source justification attached?
- Are there sufficient funds in the funding source?
- Is the purchase within 90 days of the grant end date?
- Is the purchase in the last 30 days of the grant end date?
- Does the vendor pass Visual Compliance?
Questions to be considered for equipment purchases

• Do you have an equipment budget in your funding source?
• Was the equipment purchase written into the grant? Was the vendor specified and approved by the funding agency?
• Will the equipment purchase need to be bid?
• Is this an upgrade to an existing piece of equipment? If so, you will need to include the asset number and room location of existing equipment.
• Is this a purchase of a service contract?
Items required for P-Card reconciliation

• Line # 1: Invoice number must be included on the Line Comments panel. Invoice number must be referenced as: INV#xxxx, please do not use any dashes, spaces or punctuation.

• Line # 2: A description of what is being purchased.

• The invoice, receipt or document showing what was purchased and the final amount paid.

• If the purchase is over $3,000 or international you MUST attach the following documentation:
  – Single source justification or competitive quotes
  – Visual compliance report
  – Email from the KU Research Purchasing office stating that your credit card is open for the purchase. This email confirms that the justification and vendor has been approved and that you are ok to proceed with the purchase.
Procurement

• Contact Information
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