

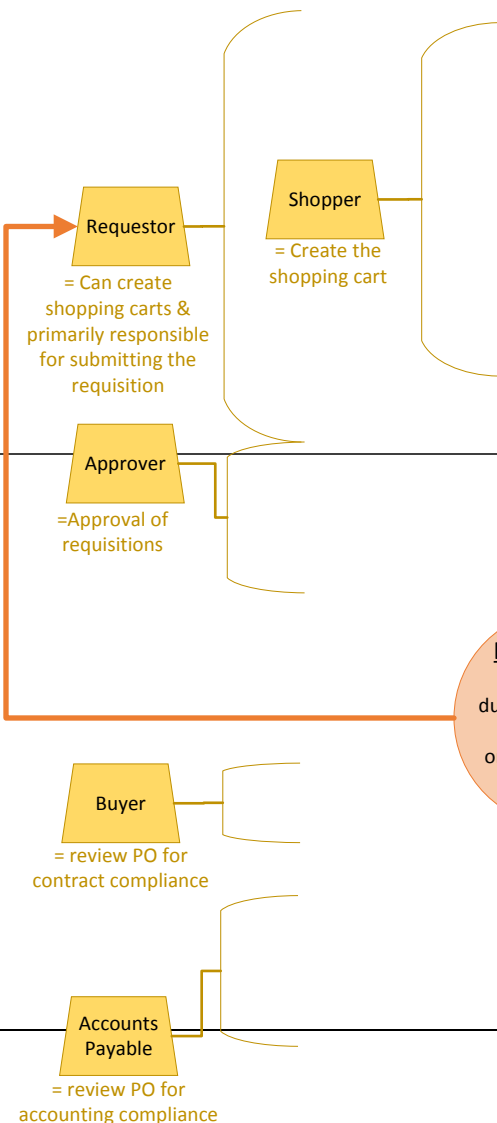
# Non-Catalog Purchasing Process Guide

= This specifies which part of the overall process each KUPPS role is responsible for

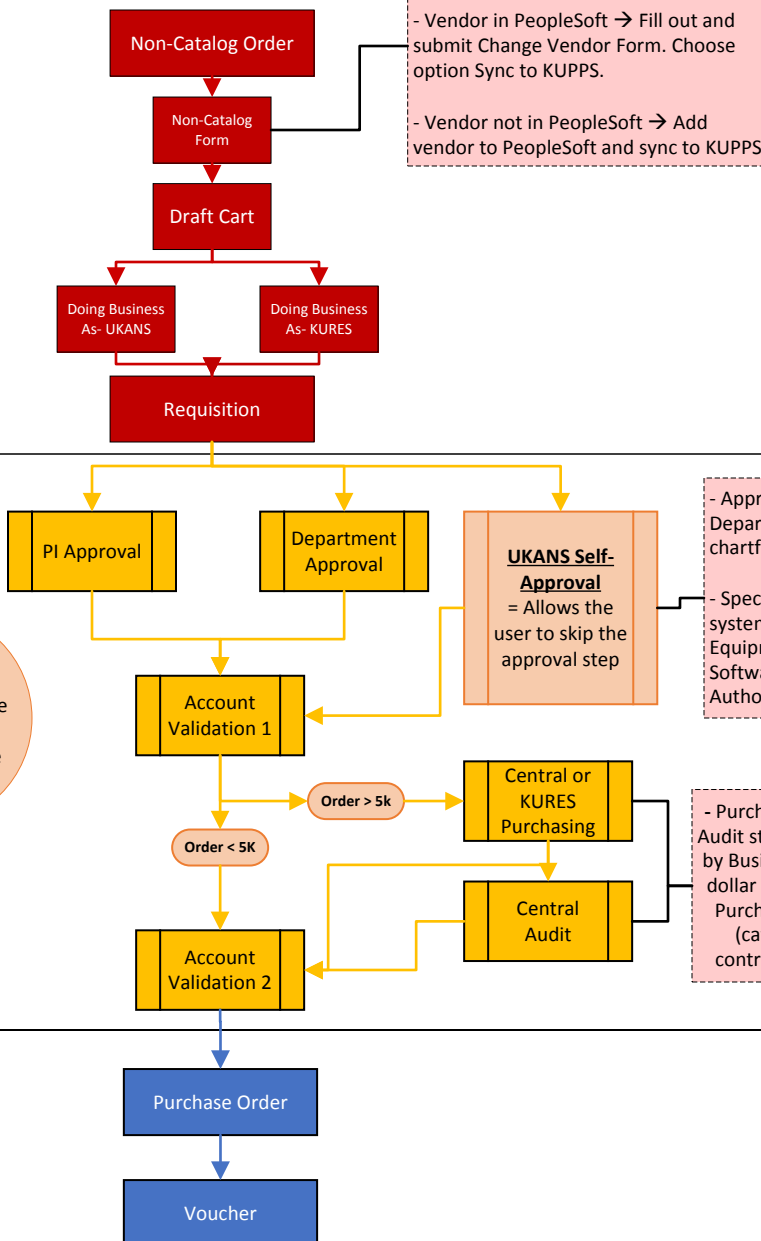
= This shows the process of a Non-Catalog order from the beginning to the end

= This shows which department to contact when there are questions regarding parts of the process

## KUPPS Roles



## Process



**Vendors must be held within KUPPS. If not:**

- Vendor in PeopleSoft → Fill out and submit Change Vendor Form. Choose option Sync to KUPPS.
- Vendor not in PeopleSoft → Add vendor to PeopleSoft and sync to KUPPS

## Contacts

### ~KUPPS Contacts~

KUPPS Staff:  
(785) 864-6136  
(785) 864-3098  
KUPPS Student Workers:  
(785) 864-5799

### ~Purchasing Contacts~

General:  
(785) 864-5800

- Approvals are driven by Department of Project chartfield

- Special approvals systematically driven for: Equipment, IT Hardware / Software and Prior Authorizations (PA)

### ~Payables Contacts~

General:  
(785) 864-3790