

# Overall Purchasing Process Guide

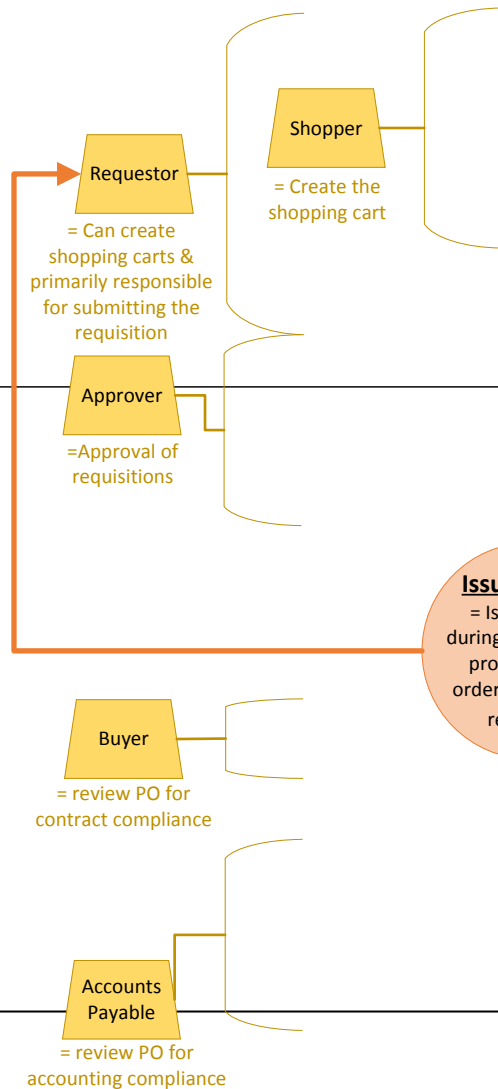
= This specifies which part of the overall process each KUPPS role is responsible for

= This shows the process of an order from the beginning to the end

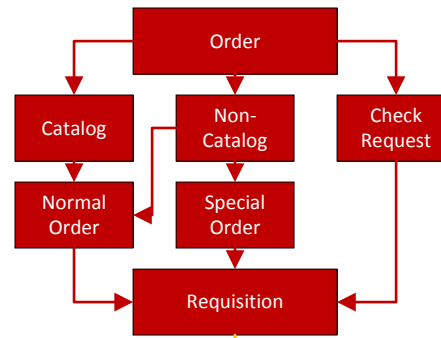
= This shows which department to contact when there are questions regarding parts of the process

KUPPS

## KUPPS Roles



## Process



- Approvals are driven by Department or Project chartfield

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

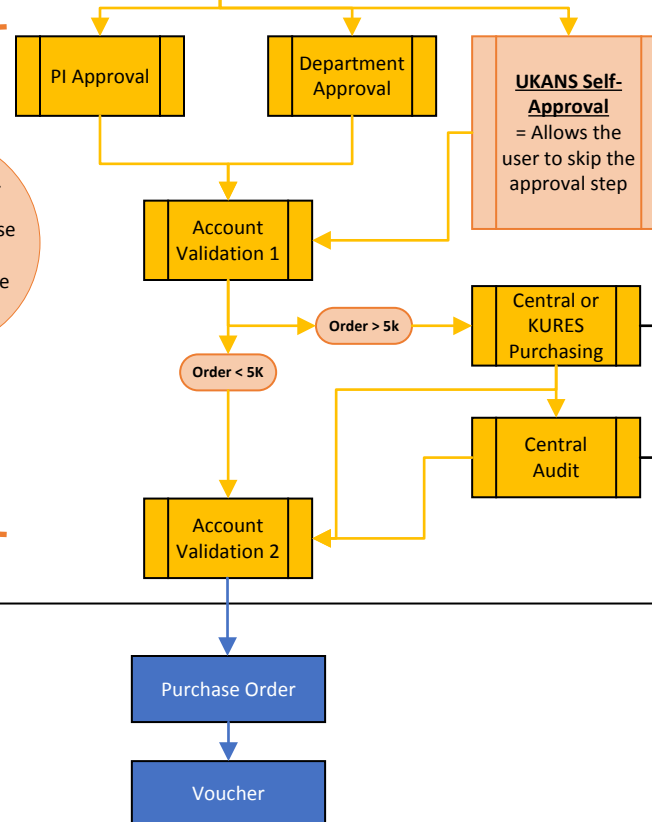
## Contacts

### ~KUPPS Contacts~

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

Purchasing

**Issue Occurs**  
= Issue occurs during any of these processes and order turns to the requestor



- Purchasing and Audit steps driven by Business Unit, dollar value and Purchase type (catalog / contract type)

### ~Purchasing Contacts~

General:  
(785) 864-5800

Payables

### ~Payables Contacts~

General:  
(785) 864-3790