

**VETERINARY HEALTH CENTER at KANSAS STATE UNIVERSITY**  
**OFFICIAL PROTOCOL**

**PURCHASING POLICY**

Effective management of resources is critical to the success of the Veterinary Health Center and it is essential we track and meet the expenses associated with scholarship and hospital operation.

Purchasing centers have been created to maximize accountability and coordinate the flow of paperwork associated with the purchase of all materials by VHC/DCS staff and faculty. All purchases must be made through a designated purchasing center using a standardized purchase order, regardless of whether the material is for instructional, hospital, or individual use in research projects or other scholarship activities. The policy must be followed by all faculty and staff, regardless of the source of funding.

I. Purchasing Centers

- A. Central Supply and Receiving –Rob Reves, 785 532-4173/Devin Clark, 785 532-2990  
Principle Areas of Responsibility: Forms, Barn Supplies, Equipment Purchase and Repair, Fluids, Instrument Repair, Animal Feed, Printing, Medical Gas, Radiology, Anesthesia, Hospital, Cleaning, Sanitation, OTC shampoos, Rabies Tags, Hoof Blocks and Technovit
- B. Medical/Surgical –Roxann Blasi, 785 532-4653  
Principle Areas of Responsibility: Hospital Supplies, Laundry Supplies, Instrument Replacement, Self-Help Lab Supplies, Endoscopy Supplies, Biohazard Waste Supplies (red).
- C. Dispensary – Joyce Nietfeld/Dr. Landa Colvin-Marion, 785 532-4127  
Principle Areas of Responsibility: Medications, Dispensary Supplies and Biohazard (chemo) Waste Supplies (yellow).
- D. Computing Resources –Daniel Cutting 785 532-2675  
Principle Areas of Responsibility: Hardware, Software, Computer Related Supplies.
- E. Department Analytical Lab –Kara Smith, 785 532-4275  
Principle Areas of Responsibility: Laboratory Supplies, Clinical Sciences Lab, Lab Instrument Purchase and Repair.
- F. Office Supplies –Audrey Fritz, 785 532-4125  
Principle Area of Responsibility: Office Supplies, Furniture
- G. Telecom and Apparel –Katherine Carlgren, 785 532-4301  
Principle Areas of Responsibility: Uniforms and Scrubs, Telecom Work Orders.
- H. Accounts Payable –Amber Colvin, 785 532-4371  
Principle Areas of Responsibility: Textbooks, Manuscript Submission, Miscellaneous.
- I. Travel –Cara Koerperich, 785 532-4301  
Principle Areas of Responsibility: Travel

## II. Guidelines for Purchasing

- A. All purchases for teaching, service and research including the purchase of repair services and parts, meeting registrations, and travel must be made through a designated purchasing center by a purchasing center staff member. All purchases must be made using a standardized computer generated purchase order.
- B. The VHC and DCS will accept responsibility for payment of only those purchases initiated by faculty and staff which are processed through a purchasing center, using a computerized purchase order and charged to an account with adequate funds. Drop-ship orders and orders made outside of the Purchasing Center Program are not permitted and will not be paid by the VHC or the Department.
- C. Purchases may not be initiated by interns, residents or graduate students without specific approval (written or e-mail) by their section head (interns/residents) or major professor (graduate students).
- D. Purchase orders for new hospital supplies or dispensary medications should be reviewed by the appropriate section faculty and approved by the section head (written or e-mail) and Hospital Administrator prior to initiating the purchase.
- E. Faculty or staff requesting a purchase must provide all necessary information for completion of the purchasing order.
  - 1. Re-ordering of regular hospital inventory drugs and supplies will be considered routine and can be accomplished by purchasing centers without special information.
  - 2. Special, individual or supplemental orders for materials must be accompanied by specific information including the vendor's name, address, phone and federal ID number, item identification, item price, shipping costs, and specific account number to be charged.
  - 3. Purchase orders for repair services or parts must be accompanied by a written description of the problem and the item requiring repair including model and serial numbers, and Return Materials Authorization (RMA) or Return Goods Authorization (RGA) from the company it is being sent to for repair.
- F. Faculty may authorize purchases to their personal Restricted Fee or Foundation accounts. Faculty should verify with the Hospital Fiscal Officer or the CVM Chief Financial Officer that their accounts contain sufficient funds for their intended purchase prior to placing an order with a purchasing center.
- G. All purchase orders for computing equipment should be consistent with the general college policies and strategic plan for computing services. Requests for computer hardware (regardless of source funding) will be reviewed by the Computing Resources Representative and must be approved by the Hospital Administrator, Hospital Director or Department Head prior to ordering.
- H. Purchases less than \$10,000.00 (including cost and shipping) and not on contract do not require competitive bids.

- I. Repair and service contracts must be approved by the Hospital Administrator/Department Head.
- J. There is no limit on the dollar amount on contract purchases, however the purchase order must contain the contract number.
- K. If there are questions regarding purchases, please contact the Hospital Director, Hospital Administrator, Department Head or Accounts Payable staff before initiating the purchase.

**REVIEWED 12/04/2018**