

## **KDA Procurement and Prior Authorization Guidelines**

The current delegated authority (statutory authority to purchase) for state agencies is \$5,000 PER vendor / supplier PER fiscal year. All purchases that exceed this amount should be bid, unless a statutory exemption or legitimate prior authorization exists.

For all purchases (regardless of dollar amount) with contractual provisions and all purchases over \$5,000 that are not on state contract:

Example – Less than \$5,000, purchase / quote with no terms and conditions: ENTER REQUISITION AND PROCEED WITH PURCHASE (unless Fiscal has provided notification that agency has reached delegated authority with vendor / supplier)

Less than \$5,000, but agreement with terms and conditions: MUST FOLLOW THIS PROCESS

More than \$5,000: MUST FOLLOW THIS PROCESS

- Please ensure that the KDA “Contract / MOU / Amendment / Grant / Prior Authorization Tracking Form” is completed in its entirety and provided to Fiscal (at [KDAAgPay@ks.gov](mailto:KDAAgPay@ks.gov)), along with a copy of the written agreement, if appropriate.
- For contracts or purchase over \$5,000, a signed Sexual Harassment Acknowledgement Policy must be provided by the vendor/supplier (as per Executive Order 18-04). A new one must be obtained each time a new agreement or arrangement is entered into. For contracts or purchases over \$100,000, a signed Boycott of Israel form must be provided. Additional information might be necessary for Prior Authorization purposes if sufficient verbiage / background is not provided on the tracking form. (Forms can be found in the S:\Fiscal Information\Procurement and Contracts folder.)
- Fiscal is unable to review and/or process potential purchases for Prior Authorization approval or forward for contract review until all of the appropriate documentation has been provided.
- Contracts/MOU’s/Amendments/Grants between KDA and vendors must be signed by the Secretary, except for items that have been delegated in writing to other employees by the Secretary.

Any purchase that exceeds \$5,000 and is WITH a state approved vendor can be sent directly to your accountant in Fiscal for payment. If you need assistance determining which vendors are currently on state contract and for which items/services, please contact Fiscal.

Once all signatures have been obtained on a contract, a fully signed, executed copy should be provided to Fiscal (at [KDAAgPay@ks.gov](mailto:KDAAgPay@ks.gov)) to be stored in DocuWare as the official agency record.

Additional Comments / Considerations:

The DA-146(a) must be included and/or incorporated by reference in all contracts, dependent upon whether KDA writes the contract.

Contracts with Kansas State University most usually fall under our KSU/KSU Master Research Agreement and utilize a task-order approach. Please contact Fiscal if you need assistance with one of these.

Events, conferences, and retreats are dynamic events and follow a quote-based approach.

The State of Kansas currently does not have any state contracts for vehicles. If you are wishing to replace or purchase new vehicles, contact Fiscal for the appropriate steps.