

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

July 1, 1938

TO HEADS OF DEPARTMENTS:

Your attention is called to the application of Senate Bill, No. 86, Chapter 71, Special Session 1938, which requires that all purchases shall be charged immediately to the proper appropriation.

Acting under the bill, the State Board is rescinding, as of July 1, the minutes of January 7, 1924, which authorized institutions to make minor purchases not to exceed \$25. This means that hereafter no one will be able to make a purchase of any kind, or for any amount, without advance authorization. In addition, overdraft in maintenance allotments is not to be permitted. In the event of an emergency or unusual situation, however, appeal may be made to the Budget Committee.

The State officials do not intend that the new law hinder the work of the institutions in any way. Accordingly, they have worked out a procedure which is relatively simple and designed to minimize, as far as possible, inconvenience to purchasing officers. Under this procedure, the department head will send to the University Business Office an order for the materials desired, using a new form, the Purchase Request. This Purchase Request, if approved by the Business Office, will be forwarded immediately to the State Business Manager, at Topeka, who will award the contract. In case it seems advantageous to purchase the materials locally, or in case of real emergency, the regulations provide that the Bursar may authorize purchases, subject to confirmation by the Topeka office. In either case, however, the Purchase Request must be submitted to the Bursar.

In order to avoid inconveniences and interruptions of work, departments will find it advisable to anticipate their needs as far in advance as possible. Until the law has been in operation for several months it is expected that minor problems will arise, in which case the departmental purchasing officer should consult with the Bursar. Experience with the law may indicate that modifications in the regulations are advisable or necessary. Your full cooperation during the next few months will be very helpful to the Bursar and the State officials in making these adjustments.

Cordially yours,

E. H. LINDLEY,
Chancellor