

Office of Procurement and Contracts – Information Circular 24-01

Subject : Buyers and Requesters Will Inactivate Upon Departure

This informational circular serves to notify agencies of changes to the State of Kansas financial system (SMART) that have been requested by the Office of Procurement and Contracts to assist agencies in maintaining accuracy of purchasing information within SMART and proper internal controls surrounding staff turnover.

Effective immediately, when agencies submit a SMART Security Access Form requesting the inactivation of a user who was a Buyer or Requester for the agency, a process will be run to inactivate that user's Buyer or Requester records in SMART. This new process will require the agency to reassign any active purchase orders or requisitions from the inactivated user to an active user.

Beginning February 1, 2024 an automated process will begin running in SMART hourly batch that will inactivate the Buyer and Requester records of any individual with a SMART User ID and an active Buyer and/or Requester record based on the user's employment status in SHARP. This will ensure timely removal of purchasing access when an employee record is inactivated in the HR system.

Please take this opportunity to update the Buyer on any active Purchase Orders if it is known that the Buyer is no longer with the agency. In addition, please discontinue selecting Requesters who are no longer with the agency, as it can cause problems sourcing the requisition to a purchase order if the Requester is inactive. Once inactivated, Requesters will no longer be available for selection on a requisition.

The SMART Team, within the Office of Accounts and Reports, will be issuing a SMART Blast with instructions to assist agencies with this transition.