

POLICY

Effective Date: 12/11/06
Approved By: President's Council

Authority: RCW 28B.10.029
RCW 43.19
WAC-236-48

Cancels: See Also: POL U5320.03 Authorizing & Defining the Responsibilities of Financial Managers
POL U5348.08 Contracting for Personal Services
POL U5348.03 Authorizing Purchases
Emergency Management Plan

POL-U5348.01 PURCHASING WITH UNIVERSITY FUNDS

This policy applies to all employees who purchase goods and services with University funds.

Definitions:

Purchase – Goods and services obtained in exchange for money or its equivalent.

Declared Emergency – Level 1, 2, or 3 Emergency as defined by the Emergency Management Plan and declared by the President. Typically, these events are for unforeseen circumstances beyond the control of the University and range from one building without utilities to major campus disasters.

Goods and Services:

Goods – Material, supplies, and equipment offered for sale by vendors and required to accomplish continuing and necessary functions.

Purchased Services – Services provided by a vendor to accomplish required routine, continuing and necessary functions. Generally, these services meet ongoing needs of the University for general support activities. Examples - Equipment repair, pest control or language translation.

Personal Services - Services provided by a vendor who is bringing expertise and methodology to the solution of a non-routine problem. Examples – Organizational consultant, legal services or strategic planning (see POL-U5348.08 for additional information regarding personal services).

Restricted Items – Goods and services which are disallowed or have a specialized purchasing process due to state regulations, union contracts, environmental health and safety concerns, or other established purchasing contracts.

Open and Effective Competition – Practices using integrity and cost effectiveness, maximizing economical outcome for the state including:

- Publicly visible procurement procedures and practice.
- Suppliers wishing to do business with the state are given reasonable opportunity to do so.
- Competition is sought to provide value for money.

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Conflicts of Interests - A relationship creating an **appearance of influence** for the purchaser or approver of not having an objective position in the decision process.

Best Practices – the use of programs, initiatives or activities that have been shown through research and evaluation to assure high quality results, efficiency, and consistency.

1. **Employees May Purchase Only for Official University Business**

Goods and services may not be acquired for personal use.

2. **Vice President of Business and Financial Affairs Designates Purchasing Dollar Limits**

Departments may process purchases which do not exceed the designated dollar limit.

All purchases above the limit must be processed by Purchasing, unless an exception has been granted by the Director of Purchasing.

3. **Director Of Purchasing Maintains Restricted Items List**

The Director of Purchasing will maintain the list as dictated by state law, union contracts, environmental health and safety concerns, or other established purchasing contracts.

Purchasing Department must approve orders for items on the restricted items list regardless of dollar value.

4. **Authorized Employees May Purchase With University Funds**

WWU employees authorized by Financial Managers may initiate purchases using University funds.

EXCEPTION: Students may initiate purchases under the direct supervision of an authorized employee.

5. **Vice President of Business and Financial Affairs Ensures University Uses Open And Effective Competition**

The Vice President of Business and Financial Affairs will define the limits and methods to ensure open and effective competition.

EXCEPTION: Open and effective competition may not be required during a Declared Level 1, 2, or 3 Emergency, when a purchase is needed to (a) eliminate a real, immediate threat to the proper performance of essential functions; or (b) provide for

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immediate action to reduce possibility of material loss or damage to property, bodily injury, or loss of life.

6. Purchasers and Approvers Disclose any Conflict of Interest

Purchasers and approvers of goods and services must disclose any conflict of interest with current or potential vendors to the Director of Purchasing.

The Director of Purchasing discloses any conflicts of interest to the Vice President of Business and Financial Affairs.

7. Director of Purchasing Ensures University Uses Purchasing Best Practices to Ensure Efficiencies

Best Practices includes using current technology, such as P-Card and electronic purchasing, and state-wide purchasing programs.

8. Director of Purchasing Is Responsible to Ensure Training Is Provided

9. Director of Purchasing Monitors Purchasing Process