

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also: POL-U5348.01 Purchasing with University Funds
POL-U5348.12 Reimbursing Employees**PRO-U5348.01A****PURCHASING GOODS UNDER THE DESIGNATED DOLLAR LIMIT***This procedure applies to departmental employees making purchases under the departmental purchasing limit.***Definition:**

Departmental Purchase Limit: The maximum dollar amount that departments may purchase without involving Purchasing. The dollar limit is determined prior to sales tax and shipping costs.

Action by:

Financial Manager

Department

Action:

1. **Assigns** responsibility for purchases to department employees and ensures that purchasing duties within department are appropriately segregated.
2. **Determines** if goods to be purchased are on restricted items list. (See Purchasing website.)
 - a. If goods are on restricted items list, **contacts** Purchasing for buyer assistance.
3. **Researches** suppliers and **asks** pertinent questions to receive best value.

Research includes the following:

- Reviews existing contracts for desired goods. (See Purchasing website.)
- Compares cost among various vendors (e.g. internet, local vendors, yellow pages, etc.).

Questions include the following:

- Quality
- Price
- Shipping costs
- Warranty
- Terms
- Return policy
- Method of delivery
- Billing/invoice

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Action by:**Action:**

4. **Chooses** method to complete order process.
 - a. **PCard** – this is the university’s preferred method.
(See PRO-U5348.01B)
 - b. **Purchase Form - Departmental Order**
(See PRO-U5348.01C)
 - c. **Purchase Form - Check Request**
(See PRO-U5348.01D)
 - d. **Service/Reimbursement Form**
(See PRO-U5348.12A)
 - e. **Petty Cash Voucher** (see PRO-U5348.12B)

NOTE: Complete instructions can be found on back of the Purchase/Service Reimbursement forms.