

# 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-U5348.01E

## PURCHASING GOODS OVER THE DESIGNATED DOLLAR LIMIT

*This procedure applies to departmental employees making purchases over the departmental purchasing limit.*

**Definition:**

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

**Action by:**

**Action:**

Financial Manager

1. **Assigns** responsibility for purchases to department employees and ensures that purchasing duties within department are appropriately segregated.

Department

2. **Determines** if purchasing policies provide for departments to make purchases.

a. **Determines** if the cost of goods is over the designated dollar limit. **Contacts** Purchasing for buyer assistance.

b. **Determines** if goods to be purchased are on restricted items list. (See Purchasing website.) If goods are on restricted items list, **contacts** Purchasing for buyer assistance.

3. May **research** suppliers and **ask** pertinent questions to receive best value. Forwards information to Purchasing.

Purchasing

4. Conducts competitive activity as dictated by state's bid laws.