TO: EWU Departments  
FROM: Purchasing Department  
DATE: March 1, 2009  
SUBJECT: Year End Processing of Orders

The end of FY09 is quickly approaching. Effective February 18, 2009, all state agencies of the legislative, executive, and judicial branches are subject to an immediate freeze on equipment purchases based on Engrossed Substitute Senate Bill 5460 (ESSB 5460). Here is a link for the latest information regarding the senate bill 5460 (state freeze) from the OFM web site. (http://www.ofm.wa.gov/ExemptionRequests/default.asp).

Until July 1, 2009, EWU departments shall not enter into any contracts or other agreements for the acquisition of any item of equipment the cost of which exceeds five thousand dollars and is not related to an emergency entering into contracts and agreements for equipment purchases is prohibited. For equipment purchases over $5,000 please complete the “Equipment Purchases over $5,000 Request Form” located in the Purchasing Department website (http://www.ewu.edu/x654.xml).

The state defines equipment as: Tangible property other than land, buildings, improvements other than buildings, or infrastructure, which is used in operations and with a useful life of more than one year. Examples are furnishings, equipment, and software. Equipment may be attached to a structure for purpose for securing the item, but unless it is permanently attached to, or an integral part of, the building or structure, it is to be classified as equipment and not buildings.

The state defines an emergency as- A set of unforeseen circumstances beyond the control of an agency that either: (a) presents a real, immediate threat to the proper performance of essential functions; or (b) may result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Please adhere to the following deadlines:

- **Renewals of Standing/Blanket Orders are due May 15, 2009.** 
  A renewal form will be sent to your department. Please complete the form and return to Purchasing (Tawanka 218). If your department does not receive a renewal form please submit a purchase requisition and use the same format as your current order. Please reference last fiscal year's purchase order number on your requisition. All orders are subject to Engrossed Substitute Senate Bill 5460 (ESSB 5460)

- **Requisitions up to $3,300 are due by May 29, 2009.** 
  June 30, 2009 marks the end of the current fiscal year. All orders are subject to Engrossed Substitute Senate Bill 5460 (ESSB 5460)

- **Requisitions from $3,300 to $46,200 are due by May 8, 2008.** 
  Please plan ahead for large orders that may require the bidding process. All orders, for general goods, with the dollar amount of $3,300 and over and not on state contract will need to be submitted to the Purchasing Office no later than May 8, 2009, to allow time for the bid process. June 30, 2009 marks the end of the current fiscal year. All orders are subject to Engrossed Substitute Senate Bill 5460 (ESSB 5460)

Please submit completed Equipment Purchase over $5,000 Request Form to Purchasing, Tawanka 218. For further information, visit our web site: http://www.ewu.edu/purchasing
• **No PCard purchases after June 12, 2009.**
  If you need your purchases to be charged to your fiscal year 09 funds, we advise that you place your orders no later than Friday, June 12, 2009. This will allow your transactions time to show up in PaymentNet and give you a chance to review each transaction. Please do not place orders for subscriptions, memberships, or registrations using this fiscal year funds (FY 09) when they are for next fiscal year (FY 10). All orders are subject to Engrossed Substitute Senate Bill 5460 (ESSB 5460).

• **Office Depot purchases due by June 30, 2009.**
  Departments may purchase their office supplies from Office Depot through the end of current fiscal year. All orders are subject to Engrossed Substitute Senate Bill 5460 (ESSB 5460).

**TIPS**

Below are forms that Purchasing will need in order to complete your requisitions:

√ Please complete and submit the **Quote Checklist** form (http://www.ewu.edu/x654.xml) for all request for quotes. For equipment purchases over $5,000 please complete the “Equipment Purchases over $5,000 Request Form” located in the Purchasing Department website (http://www.ewu.edu/x654.xml).

√ Please complete and submit an **Invoice Voucher** (http://www.ewu.edu/x654.xml) for all reimbursements, check with orders and regular orders received. Please submit itemized receipts for all reimbursement requests.

√ Please complete and submit a **Vendor Request** form (http://www.ewu.edu/x654.xml) for all new vendors and contractors not in the Banner system. An individual and/or company will need to be created in the Banner system before Purchasing can generate a purchase order.

√ Please complete and submit the new **Purchase Order Cancel/Change Order** form (http://www.ewu.edu/x654.xml) when needing to cancel or make changes to an existing purchase order.

√ Please complete and submit a **Meals and Light Refreshment** form (http://www.ewu.edu/x654.xml) for all food related purchases.

For items that are subject to competitive solicitation. Please allow about 7-21 days depending on the competitive process that has to be used. Attach your specifications to a purchase requisition; include any special instructions to the bidders. Mail all documentation to the Purchasing Department, TAW 218. For equipment purchases over $5,000 please complete the “Equipment Purchases over $5,000 Request Form” located in the Purchasing Department website (http://www.ewu.edu/x654.xml).

Please continue to submit the quote for computer orders. If the vendor has to manufacture your computer(s) from the specifications, this process could take 30 days.

Please refer to the purchasing website for further useful information (http://www.ewu.edu/x654.xml).
Please do not hesitate to contact us with any questions.

IN CONCLUSION

These deadlines assume there is a short lead time to produce and ship the products being ordered. If you have an item that has a long lead time, please allow additional time.

Purchase Forms received after these dates may be processed against FY 2010 unless special handling is arranged with Purchasing and Accounts Payable.

Please be sure to forward any original invoices or invoice approval memos to Accounts Payable promptly.

If goods are shipped directly to the department, please be sure to contact Central Receiving and notify them that goods have been received.

Please contact Purchasing if you have any questions about a purchase your department is planning. Or, contact Accounts Payable for questions about invoices or payment processing. Again, please do not hesitate to contact us if you have any questions.