TO: EWU Departments  
FROM: Purchasing Department  
DATE: March 11, 2010  
SUBJECT: Year End Processing of Orders

The end of FY10 is quickly approaching. Effective March 17, 2010, all state agencies of the legislative, executive, and judicial branches are subject to an immediate freeze on equipment purchases based on Engrossed Substitute House Bill 2921 (ESHB 2921).

Until June 30, 2011, 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 or other catastrophic event that requires government action to protect life or public safety.

For the acquisition of any item of equipment the cost of which exceeds five thousand dollars and is not related to an emergency or other catastrophic event please review and 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 14, 2010. 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 contact the Purchasing mainline at x2253 to request a renewal memo. All orders are subject to Engrossed Substitute House Bill 2921 (ESHB 2921).

- Requisitions up to $3,500 are due by May 28, 2010. June 30, 2010 marks the end of the current fiscal year.

- Requisitions from $3,500 to $49,000 are due by May 7, 2010. Please plan ahead for large orders that may require the bidding process. All orders, for general goods, with the dollar amount of $3,500 and over and not on state contract will need to be submitted to the Purchasing Office no later than May 7, 2010, to allow time for the bid process. June 30, 2010 marks the end of the current fiscal year. All orders are subject to Engrossed Substitute House Bill 2921 (ESHB 2921).

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
Bill Santiago, Purchasing Manager
Purchasing Department
218 Tawanka Hall
Cheney, WA 99004-2445

- **No PCard purchases after June 11, 2010.**
  If you need your purchases to be charged to your fiscal year 10 funds, we advise that you place your orders no later than Friday, June 11, 2010. This will allow your transactions time to show up in PaymentNet, receive the item(s), 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 10) when they are for next fiscal year (FY 11). All orders are subject to Engrossed Substitute House Bill 2921 (ESHB 2921).

- **Office Depot orders placed by June 25, 2010.**
  If you need your purchases to be charged to your fiscal year 10 funds, we advise that you place your order no later than June 25, 2010. These orders must be received by June 30, 2010. Orders that are received after June 30, 2010 will be charged to fiscal year 11 funds.

**TIPS**

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

- 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 original 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 a Change Order form (http://www.ewu.edu/x654.xml) when needing to 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. Submit all documentation to the Purchasing Department, TAW 218. For the acquisition of any item of equipment the cost of which exceeds five thousand dollars and is not related to an emergency or other catastrophic event 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 requisitions received after these dates may be processed against FY 2011 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.