Equipment Purchase over $5,000 Request

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).

Equipment Freeze

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 except:

• cost of item is under $5,000;

• related to an emergency or other catastrophic event that requires government action to protect life or public safety;

• related to tax and fee collection, revenue generation, and auditing activities;

• necessary to receive or maintain federal funds by the state;

• costs not funded from state funds or tuition; or

• costs funded exclusively from private or federal grants;

• equipment necessary to complete a project funded in the capital appropriation acts; and;

• costs related to the continuation, renewal, or establishment of maintenance for existing computer software licensing and existing computer hardware.

For more information, visit our website: http://www.ewu.edu/purchasing or contact the Purchasing mainline at: 509-359-2253
Equipment Purchase over $5,000 Request

In addition to submitting a purchase requisition, please fill out the information below for the acquisition of any item of equipment the cost of which exceeds five thousand dollars ($5,000). Please attach documentation as to the justification of purchasing the equipment. Also, please obtain a signature from your Vice President.

Banner Purchase Requisition #: ____________________  Date: ____________________
Requestor Name: ____________________________________________________________  Phone: ____________
Department: _____________________________
Request for the Purchase Of:
________________________________________________________________________________________
________________________________________________________________________________________
REQUESTED SUPPLIER: ____________________________________________________________
COST ESTIMATE: _______________________________________________________________________

EQUIPMENT PURCHASE

Below please check all that apply to the reason for purchase.

(Please check all that apply)

d) Unit cost of equipment is over $5,000;
d) Equipment is not related to an emergency or other catastrophic event that requires government action to protect life or public safety
d) Equipment is not related to tax and fee collection, revenue generation, and auditing activities;
d) Equipment is funded from state funds or tuition;
d) Equipment is not funded exclusively from private or federal grants;
d) Equipment is not necessary to receive or maintain federal funds by the state;
d) Equipment is not necessary to complete a project funded in the capital appropriation acts;
d) Cost is not related to the continuation, renewal, or establishment of maintenance for existing computer software licensing and existing computer hardware.
Equipment Purchases over $5,000 Request

From the choice(s) you indicated above; Please expand as to why this purchase is necessary:
(Please attach additional sheets if needed.)

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Glossary:

EQUIPMENT – 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.

EMERGENCY - 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.

| Requester: ____________________ | Approved: ____________________ Expenditure Approval |
| Department: __________________ | Approved: ____________________ VP / Dean / Admin. Head / Grants Admin. |
| Phone: ________________________ | Approved: ____________________ Purchasing Approval |

Please submit completed Equipment over $5,000 Request Form to Purchasing, Tawanka 218.
For further information, visit our web site: http://www.ewu.edu/purchasing