Equipment Purchases over $5,000 Request

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).

**Equipment Freeze**

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 except for those where the costs are:

- 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;
- for institutions of higher education, not funded from state funds or tuition; or
- for the unemployment insurance program of the Employment Security Department.

For more information, visit our website:
http://www.ewu.edu/purchasing or contact the Purchasing mainline at:
509-359-2253

2/27/09
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In addition to submitting a purchase requisition, to request a purchase for equipment exceeding $5,000 please fill out the information below. 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.

- Unit cost of equipment is under $5,000?
- Equipment is related to an emergency or other catastrophic event that requires government action to protect life or public safety.
- Equipment is related to fee collection or revenue generation.
- Equipment is necessary to receive or maintain federal funds by the state.
- Equipment funded from state funds or tuition.
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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:____________________  Department:__________________  Phone:_______________________

Approved:____________________ _____________________
          Department Approval

Approved:____________________ _____________________
          Vice President Signature

Approved:____________________ _____________________
          Purchasing Approval

Date Received

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