INDEX

Revision August 2009

Section:……………………………………………………………………………………………………………………….
Page #
1) Introduction……………………………………………………………………………………………………………3
2) Contact Purchasing…………………………………………………………………………………………………4-5
3) Authority to Purchase………………………………………………………………………………………………6
4) Pre-Planning for the Procurement Cycle…………………………………………………………………………6-7
5) Departmental Purchasing Responsibility………………………………………………………………………7
6) Purchasing and Item or Service……………………………………………………………………………………7
7) Requirements for Competition………………………………………………………………………………………8-9
8) Ways to Buy at EWU………………………………………………………………………………………………9-12
9) The Purchase Process……………………………………………………………………………………………12-16
10) Prepayments to Vendors…………………………………………………………………………………………16
11) Sources of Supply…………………………………………………………………………………………………16
12) Vendor Selection……………………………………………………………………………………………………17
13) Sole Source Requirements………………………………………………………………………………………17
14) State Contracts……………………………………………………………………………………………………18
15) Sales Tax………………………………………………………………………………………………………………18
16) Changes & Cancellations to PO’s……………………………………………………………………………………18
17) Closing and Liquidating Purchase Orders………………………………………………………………………18-19
18) Travel and Registration…………………………………………………………………………………………19
19) Conflict of Interest…………………………………………………………………………………………………19
20) SCAMS………………………………………………………………………………………………………………20
21) Confidentiality…………………………………………………………………………………………………………20
22) Gifts and Gratuities…………………………………………………………………………………………………20
23) Established Purchasing Guidelines………………………………………………………………………………21-38
24) EWU Miscellaneous Information………………………………………………………………………………39
25) Sole Source Form…………………………………………………………………………………………………..40-42
Introduction

This guide is designed to explain and facilitate understanding of the Purchasing Department, its function, policy and procedures, and to serve as a tool in acquainting new and existing employees with University purchasing programs.

Eastern Washington University, as an agency of the State of Washington, is required to make all purchases within the laws and guidelines established by the Office of Financial Management and Department of General Administration. These procedures include, but are not limited to, RCW's, WAC's, State Administrative and Accounting Manual procedures.

This overview is intended to help employees understand the procedures that must be followed in procuring materials and services for the University's use. There are several key points each employee should remember and follow.

- Do not commit Eastern Washington University financially in any way without completing a Purchase Requisition and receiving a Purchase Order Number. No Number - No Purchase!
- Any expenditure or commitment to expend Eastern Washington University funds made without a Purchase Order Number will not be the responsibility of EWU to pay - rather the individual involved will be responsible for full payment.

The Purchasing Department is committed to serving Eastern Washington University by performing the highest level of service. We value our relationships within the EWU community and endeavor to provide accurate and prompt assistance. We welcome the opportunity to work with the public and encourage ongoing communication with all our customers.

Communication is a key factor in the purchasing process. We want to do all we can to help you obtain your equipment, services and supplies as needed. Please feel free to call on us anytime you have questions or comments.
Contact Purchasing

The Purchasing Department is located on the 2nd floor of Tawanka Hall. The mailing address is:

Eastern Washington University  
Purchasing Department  
218 Tawanka Hall  
Cheney, WA 99004

The general department phone number is 509-359-2253 and our fax number is 509-359-7984. The Purchasing Department hours are Monday through Friday between 8:00 am and 5:00 pm.

Purchasing Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Santiago, Purchasing Manager</td>
<td>509-359-6604</td>
<td><a href="mailto:bsantiago@ewu.edu">bsantiago@ewu.edu</a></td>
</tr>
<tr>
<td>Brenda Gladden, Procurement &amp; Supply Specialist 2</td>
<td>509-359-6804</td>
<td><a href="mailto:bgladden@ewu.edu">bgladden@ewu.edu</a></td>
</tr>
<tr>
<td>Lori Holznagel, Procurement &amp; Supply Specialist 2</td>
<td>509-359-7905</td>
<td><a href="mailto:lholznagel@ewu.edu">lholznagel@ewu.edu</a></td>
</tr>
<tr>
<td>Lindsay McKay, Procurement &amp; Supply Support Specialist 1</td>
<td>509-359-6055</td>
<td><a href="mailto:lmckay@ewu.edu">lmckay@ewu.edu</a></td>
</tr>
</tbody>
</table>
CUSTOMER SERVICE

- We are dedicated to ensuring accuracy and speedy delivery of services for the University and Vendor Community. Our expectation is to return your phone call and email within 24 hours unless we are out of the office. If we are out of the office we will leave an alternate contact’s information.

Our turnaround times are as follows for services:

- Purchase Requisitions: 5 business days (if busy season, please allow for an additional 5 days)
- Quoting process: 10 business days (if busy season, please allow for an additional 5 days) depending on complexity. Quoted orders are orders over $3,500. Purchasing must publish all quotes in WEBS. It is against state procurement rules to segment orders to overcome the $3,500 bid limit.
- Sealed Bids: Please allow up to 30 days. Sealed bids are orders that are over $49,000. This process can take longer due to the complexity. It is against state procurement rules to segment orders to overcome the $49,000 sealed bid limit. Purchasing must publish all sealed bids on WEBS.
- Artistic Travel for Candidates, Students and Contractors: (Employee travel is completed by Travel Accounting) processed same day between the hours of 8:00am-4:30pm.
- Enterprise Rental Car for Candidates, Students, and Contractors: Same day between the hours of 8:00am-4:30pm.
- You may fax purchase requisitions for Artistic Travel and Enterprise Rental Car. Otherwise, please place Artistic Travel and Enterprise Rental Car requisitions in marked air fare/car rental inbox.
Authority to Purchase

The Purchasing Department is the campus office responsible for the actions of issuing purchase orders to vendors. The Purchasing Department has primary responsibility for signing purchase documents which are legal contracts obligating the University in matters of procurement. The term "purchase documents" includes contracts for the acquisition of all goods and services, whether by purchase, rental agreement or lease.

The University is not required to honor oral or unsigned contracts to purchase goods or services.

Departments should not sign contracts unless they have received delegated authority to do so. If you sign a contract when you have no authority, you may become personally liable for the contract provisions.

There are certain contract terms which appear commonly in contracts but are not legal for State of Washington employees to sign. Some of these are as follows: governed by the laws of any state other than Washington, indemnification or hold-harmless clauses, contracts with automatic renewals but no cancellation or termination clause. There are other clauses required by statute: providing for open records and cancellation for lack of appropriation if the contract continues across fiscal years.

If you have been given authority to sign certain contracts, it is your responsibility to learn what acceptable contract language is.

Please direct contractual related questions such as MOA’s (Memorandum of Agreements) and 4-digit contracts to Susan Brown, Contracts Manager at 509-359-6403.

Pre-planning for the Procurement Cycle

We emphasize the need for departments to plan their supply and equipment needs well in advance. The time required by Purchasing to process your requisition is in addition to the time it takes the requisition to process through the approval cycle within the university. Also, buyers have to comply with all requirements, including competitive bidding, which may lengthen the time needed to complete the process.

The delivery date will, of course, depend upon the supplier's stock and the problems they may encounter in securing delivery from their suppliers, as well as possible production problems.

The requesting of bids is a requirement of the State of Washington and is a recognized and accepted means of insuring effective competition among
vendors. The university will generally receive greater discounts and better service through competitive bidding.

When requisitioning items that are used repetitively, specify the largest reasonable quantity and as many items as possible from common sources of supply.

It is the responsibility of the Purchasing Department to control, and analyze vendor bids, quotations, and proposals. The requisitioning department is responsible for defining quantity, quality, specifications, delivery date requirements and all other pertinent information essential to making a proper purchase. The requisitioning department should also suggest sources, when known, especially for unusual or unique items. The requestor may be called upon to assist Purchasing in evaluating the bids received relative to a purchase for the department.

**Departmental Purchasing Responsibility**

Departments are responsible to:

- Ensure that purchases are reasonable, appropriate, and necessary in order to achieve the expected goals or outcomes of the particular University program, project, or task;
- Ensure that the account(s) charged have sufficient funds available to cover the requisition during the budget period or project period;
- Support Purchasing in limiting, to the maximum extent possible, Sole and Preferred supplier procurements;
- Team with and involve the buyer as early as possible in the developmental stage of the more complex, or large dollar, procurement of goods or services;
- Provide complete detailed descriptions/specifications that clearly establish the technical requirements and/or expectations of the purchase.

**I need to purchase an item or service!! Where do I start?**

- If you've never purchased anything for your department before, give us a call and we'll walk you step by step through the purchasing process.
- If you know what you want and from whom, submit an on-line Banner purchase requisition and we'll convert your request into a purchase order.
- If you know what you want, but don't know a supplier, please submit an on-line Banner purchase requisition with as much information as possible, or give us a call and we'll assist you the best way we can. Please indicate in document text that you are not certain which supplier to use.
- If you only have a general idea of what you want, give us a call and we'll discuss your needs and offer solutions.
Requirements for Competition

Purchases between $3,500 and up to $49,000 (before trade-in allowance, sales tax and freight charges) are to be competitively solicited and documented via "Request for Quotes" so that a documented record of competition can be established.

Informal and Formal Bid Thresholds
Each biennium, the Office of Financial Management (OFM) adjusts the purchasing limits of informal and formal bid thresholds to reflect inflationary trends. The new adjustment has been made. Here are the changes that begin July 1, 2009:

- Purchase contracts for goods and services that are projected to be between $3,500 and $49,000 will be categorized as an informal bid opportunity. This does not apply to goods and services that are under state contract.
- Purchase contracts for information technology purchases (DIS) that are projected to exceed $10,000 must go through the IT competitive process. This does not apply to IT purchases that are under state contract.
- Purchase contracts projected to exceed $49,000 will be categorized as formal bid opportunities. This does not apply for purchases that are under state contract.

Purchases up to $3,500 may be made without competitive bids based on buyer experience and knowledge of the market.

Effective July 26, 2009, state agencies and higher education institutions must use Washington Electronic Business Solutions (WEBS) as Washington's common vendor registration and bid notification system. Both formal and informal competitive solicitations need to be posted on WEBS. The posting of informal bids on WEBS is designed to encourage greater participation by small businesses.

Telephone quotes will no longer be permitted. All quotes must be processed by purchasing.

If quoting is needed please submit an on-line Banner purchase requisition. Depending on the complexity of the quote you may be asked to complete and submit the Department Quote Checklist form (http://www.ewu.edu/groups/purchasing/PDFs/Department%20Quote%20Checklist%20Form.pdf).
You may attach the backup documentation to the checklist form and submit to Purchasing, TAW 218. Please do not forget to reference your Banner online purchase requisition on documentation sent to Purchasing. We need this number for tracking purposes. Below is the type of information we need on the purchase requisition:

- Identify the product that is needed.
- Please provide a detailed itemized list of items and their quantities.
- Are alternate items ok? (equal to or not equal?)
- When does the department want the item delivered?
- Where does the department want the item delivered?
- Please provide at least 3 potential vendors that can provide the product(s) your department needs. Please include the vendor’s name, address, phone number, fax number, and date.

**Ways to Buy at EWU**

**JP Morgan Chase Procurement Card**

This is a University Visa credit card used for “small dollar”, non-travel related purchases.

**WE RECOMMEND THE P-CARD BECAUSE:**

- It allows easier acquisition of small dollar purchases
- Reduces paperwork
- Reduces order and delivery time
- Improves campus purchasing efficiency
- You may run your own reports on your time schedule
- Limits are $3,299 per transaction and $10,000 per month

**HOW TO OBTAIN A PROCUREMENT CARD:**

- Please refer to the Procurement Card Manual ([http://www.ewu.edu/groups/purchasing/FormsAndDocs/PCard%20Manual.pdf](http://www.ewu.edu/groups/purchasing/FormsAndDocs/PCard%20Manual.pdf)) for information concerning the Procurement Card processes and procedures.
- Both the potential Cardholder and Approver will be required to study the online training presentation, located on the Purchasing website ([http://www.ewu.edu/x23076.xml](http://www.ewu.edu/x23076.xml)). After completing the online training and...
passing a quiz, the Cardholder and Approver will need to fill out an application (http://www.ewu.edu/x23076.xml).

- The completed applications may then be submitted to Purchasing, 218 TAW, and Purchasing will order the cards.
- Please consider a P-Card because you will receive your orders faster and you do not need a purchase requisition for orders.

**Purchase Order**

This is the "traditional" ordering method. A Banner on line purchase requisition is completed by the department. Purchasing reviews the on line purchase requisition, processes the order through the Banner system and issues the order with the supplier. Purchasing will mail the purchase order to the supplier. If a department wants the purchase order faxed to a supplier, please indicated “Fax Order Request” in document text in Banner. Once the purchase order is generated, we will call the department to pick up the order so the department can fax the order to the supplier.

When the order is entered into Banner, funds are encumbered against the general ledger project number. The encumbrance is relieved when the order is received and paid for. Please review your budget status reports for open purchase order encumbrances. If an encumbrance remains on your budget status reports, and all items have been received and all invoices have been paid; please submit a written request to purchasing to liquidate and close the purchase order.

**Please Note:**

Purchasing will not process the following types of orders if the department cannot provide documentation that they received pre-approval.

- Requisitions for **printing jobs** need to be pre-approved by Bruce Armstrong, Room 129 Tawanka Hall, 359-4323.
- Requisitions for **advertisements** need to be pre-approved by University Relations, Room 300 Showalter Hall, 359-6336.
- Requisitions requiring the purchase of items with our **EWU logo** need to be pre-approved by University Relations, Room 300 Showalter Hall, 359-6336. The companies doing the logo services need to be LRG approved as well. To verify the company go to LRG’s website, Lrgusa.com.
Below are forms that Purchasing may need in order to complete your requisitions:

✔ For complex quotes you may be asked to complete and submit the Quote Checklist form (http://www.ewu.edu/x13506.xml) for all requests for quotes.

✔ Please complete and submit an Invoice Voucher (http://www.ewu.edu/x13506.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/x13506.xml) for all new vendors, contractors and employees currently 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 Change Order form (http://www.ewu.edu/x13506.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/x13506.xml) for all food related purchases.

✔ Please complete and submit the new Encumbrance Liquidation/Closure Request form (http://www.ewu.edu/x13506.xml) to needing to liquidate and close a purchase order or purchase requisition.

**Standing Purchase Order**

Standing Orders are issued for the purchase of supplies from one vendor for a fiscal year and renewed annually if the department requests the renewal. The total estimated dollar amount cannot exceed $3,500 unless a contract vendor is used, competitive competition, or a sole source justification is attached. The Standing Order is tied to one index code and encumbers funds. If the order is placed against a Standing Order, the department personnel must provide the vendor with the appropriate purchase order number, EWU contact name, and phone number. The merchandise is shipped directly to the department or picked up by department personnel. When picking the order up, department personnel may have to provide identification and sign the vendor’s invoice. No equipment, small appliances, or personal items may be purchased on any Standing Orders.

**Blanket Purchase Order**

This is similar to a regular purchase order, but is made out as a "Not to Exceed" lump sum per month or year and not as an individual item or items. Blanket Orders are used to process many repeat small item orders from the same supplier. Blanket Purchase orders are also initiated by sending a completed requisition form to the Purchasing Department. This method currently does not encumber funds within the General Ledger. Please notify the Purchasing
The Purchase Process

Expenditures should be planned sufficiently in advance to allow the Purchasing Office to process your orders. Small orders are costly to the University and to vendors. If you are aware that you will be ordering the same items in the future or will have a need for other items from the same vendor, consolidate and order all at once. Often, significant quantity discount savings will be achieved. On occasion, Purchasing may consolidate requisitions on to one order for similar items where quantity price breaks may be reasonably obtained.

Purchase orders are based on the information and specifications shown on the requisition. Care should be taken so that specifications are adequate to allow someone with little or no knowledge of the merchandise to place the order properly. When requesting parts for machines or equipment, a manufacturer and part number or model number of the unit the parts are for should be stated on the requisition.

On the rare occasions when the encumbrance of an order is to be split between multiple accounts, one requisition will suffice, but the breakdown of the split funding needs to be shown. List each account and project number separately with the total amount to be applied to each.

The Purchasing Department recognizes that emergency needs do occur and that special requirements may prevent a department from providing the normal order lead time. An emergency involves threat to life or safety and/or serious damage or destruction to University property. In emergency situations, use your best judgment. If possible, contact Purchasing and we will act quickly and responsively to the needs of your department. Existing vendor relationships may enable speedier response to such situations.

Steps in the Purchase Process

Purchase Requisition:
The whole process begins with you. You identify the need and submit an on line Banner purchase requisition. The purchase requisition authorizes purchase action by the University Purchasing Department and becomes a purchase order when signed by an authorized member of the Purchasing Department.

A contract does not exist between the University and a Vendor until an official purchase order has been issued and accepted. If a quotation has been received from the Vendor, the contract exists when the purchase order is issued in accordance with the terms of the quotation.
In general, a purchase requisition contains the following information:

- Delivery Date
- Supplier Name
- Supplier Contact
- Supplier Phone and Fax Numbers
- Item quantity, description and price
- Additional information or specifications the supplier may need to process the order
- Delivery information (building, room # etc.)
- Department name and phone number
- Name of person requesting the items
- Complete Department budget string
- Quotation and/or contract #'s
- Signature of department individual with budget signature authority
- Signature of Budget Office verifying funds are available to cover the Purchase Requisition.

Purchase Order
When Purchasing receives the Banner on-line requisition from the requestor/department, the following takes place. The requisition is reviewed for (1) content (2) price, and (3) delivery. A purchase order number is generated by the Purchasing Department. The order is faxed or mailed to the vendor.

When the supplier receives the order, the order is processed through the supplier's internal systems.

The order is filled and shipped to the address listed on the purchase order. An invoice, referencing the purchase order number, is generated and mailed to EWU Accounts Payable when the item is shipped. If the items are shipped directly to the department, Central Receiving will need to be notified to post receiving.

Receipt of the Order

Central Receiving:
Orders shipping to campus via UPS, Fed Ex, DHL or Common carrier or other shipping agencies are delivered to Central Receiving. If your goods are delivered to you by Central Receiving, you will be required to sign for the item as being received. This will serve as verification of receipt of goods and will also serve as authorization for Accounts Payable to pay the vendor.
Departmental Receiving:
Purchasing Card orders, furniture, large pieces of equipment, and orders from some local suppliers may be delivered directly to departments. In some circumstances, goods and/or services may be received or picked up directly by the department. In this instance, it is important that you notify Central Receiving to verify receipt of goods.

Payment
Upon receipt of goods/services (unless items are damaged or not as ordered, discussed below), the University is responsible for payment in full. Accounts Payable processes payment, but will not do so until there is verification that goods have been received. This applies to regular purchase orders - other methods previously discussed may be an exception to this procedure (e.g.: Purchasing Card or petty cash).

Invoice Voucher:

- Departments must complete and submit an Invoice Voucher for all reimbursements, check with orders, and regular orders received. Please indicate Banner purchase requisition number on the form. The form may be found at (http://www.ewu.edu/x13506.xml).
- An Invoice Voucher, form A-19, is a state form that is used as a payment document. Important fields that need to be completed:
  - Agency Name: Department’s name and correct mail location
  - Vendor or Claimant: Vendor’s name and mailing address
  - Vendor’s Certificate: This is for the payee’s signature only. Department personnel should not use the section.
  - Title: This field is used by Purchasing in determining if the Payee is an EWU employee, EWU students, candidate, contractor, etc.
  - Federal Identification Number, Social Security Number, or EWU ID Number
  - Description, quantity, unit price, amount.
  - Prepared By, Telephone Number, Date
  - EWU department account code
  - Use the Accounting Approval for Payment section at the bottom left corner for the department signature, if required.
  - Some common uses are as follows:
    - Candidate’s Interview Expenses: An invoice voucher itemizing all expenses, signed in the “Vendor’s Certificate Section” by the payee, attached to a purchase requisition will authorize the Purchasing Department to generate a purchase order to reimburse him/her for meals and mileage not to exceed the per diem rate. Itemized receipts are required for reimbursement of lodging, parking, and rental car.
    - Renewal of subscription and memberships: An itemized invoice voucher along with a renewal form and a purchase requisition will authorize the
Purchasing Department to generate a purchase order and pay next year’s subscription or membership.

- **Reimbursements:** An itemized invoice voucher along with the receipts and an itemized purchase requisition will authorize the Purchasing Department to generate a check to repay the EWU employee or student for their expenses. For employees and students, please provide their full legal name as shown in the SIS System and their EWU ID Number.

- **Check with Order:** Per Washington State Statute this PO Type will allow for the prepayment of books, memberships, dues and subscriptions. Also, this PO Type is used for reimbursements and to pay for miscellaneous state fees. Departments are required to submit the correct payment documents that back up all charges before a check can be issued.

- **Regular Order Received:** Encumbers funds. This PO Type is to pay for items that do not require receiving to be posted. Mainly used for supplies and equipment purchased and received before a purchase order has been generated.

### Competitive Bidding

The Purchasing Department is the official department to secure competitive bids on goods or services. Requisitions having a value in excess of $3,500 require an informal bid process to be performed. A minimum of three written bids will be solicited from suppliers. Requisitions having a value in excess of $49,000 require a formal bid process to be performed by the Purchasing Office. Please review the Quote Checklist form (http://www.ewu.edu/x13506.xml). Please provide the information listed on the form. Please reference the online Banner requisition number and submit to Purchasing, TAW 218.

In an effort to encourage, facilitate and boost participation in the purchase of goods and services by small businesses in Washington State, the legislature passed SSB5723, which requires the use of the Washington Electronic Business Solution (WEBS) to post all quotes over $3,500 that are not under contract. This requirement applies to both formal and informal competitive solicitations. Posting on WEBS has been designed to encourage greater participation by small businesses.

Exceptions to the bidding process are made in those situations where no apparent benefit would result to the University. Such exceptions include:

- **Sole Source** - no other vendor supplies the products, such as replacement parts or patented products, utilities, etc. (a written sole source justification must be submitted with the purchase requisition). You may find the Sole Source form (http://www.ewu.edu/x13506.xml). Before a purchase can be made, the Purchasing Department must review and approve the Sole Source form to determine if the purchase is in fact a true sole source.
• Items are purchased through a state contract. The vendor must provide a written quote and reference the state contract number on the quote.

Prepayments to Vendors

State statutes generally prohibit the University from making payment prior to receipt of merchandise or rendering of service. Routine prepayments are limited to subscriptions, small book orders, and conference/seminar registration fees. Other prepayments will be authorized only when absolutely required to complete a transaction that is clearly advantageous to the University. Most prepayments should be requested by entering an on line Banner purchase requisition. Please provide specific instructions for completing a prepayment request in document text.

In requesting prepayment, "proof of price" must be provided. This may be an order form, letter from the vendor, copy of an advertisement, copy of a catalog page, or a price list. Requestors should ensure that proof of price is current, and includes any shipping charges. Requestors should also include the mailing address of the company to be paid. An invoice voucher also must be filled out and submitted. Please forward documentation to Purchasing. Please record the purchase requisition number on all documentation for matching purposes.

Sources for Supply

Departments are encouraged to suggest vendors for routine and unusual purchases. The Purchasing Department will consider these suggestions in coming to a decision regarding purchases. Departmental personnel are also encouraged to meet with sales representatives to obtain information about new products or services which may be of use or interest to their departments. There are guidelines which should be followed to serve the best interest of the University when dealing directly with a sales person:

• If vendors quote prices, determine if the price includes tax, delivery, and/or installation charges.
• Determine whether or not educational or quantity discounts are available, or if cash discounts are allowed for prompt payment.
• Keep pricing information confidential. Do not reveal prices to competitors; give each vendor a chance to quote his or her best price.
• Do not be pressured into a quick decision. Take the time necessary to evaluate all products/services in relation to your actual needs.
• Never commit to purchase a product from a particular vendor. Only a signed Purchase Order, issued by the Purchasing Department, will obligate the University.
Vendor Selection

Vendors are selected for their capability to serve the needs of the University by providing quality products in the most economical and efficient manner possible. Past performance and service after the sale are important factors. Factors considered when evaluating a vendor include:

- Competitive pricing,
- Quality product,
- Good material availability,
- Geographic proximity,
- Credit, freight and delivery terms,
- Vendor financial stability, and
- Performance with other customers.

Sole Source Requirements

A "Sole Source" (http://www.ewu.edu/x13506.xml) purchase means that only one supplier (source), to the best of the requester's knowledge, based upon thorough documented research, is capable of delivering the required product. There are instances where products are truly "sole-source", but they are few and far between. Similar types of products may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source that is acceptable to meet a specific need.

A sole source placement involves situations in which no advantage results to the University by bidding, or when an item can only be obtained from a single source, making bidding impossible. Any requests for sole source award of a purchase order should include, as part of the documentation, a written justification as to why a sole source award is necessary and a letter from the manufacturer stating that the item is only available from them or their distributor.

The fair and open opportunity to compete is a preeminent consideration before all others. The requestor must clearly and convincingly demonstrate that a true sole source situation exists. All parties must be prepared to attest to the facts behind such a determination in the event of an audit, protest, public inquiry, litigation, or similar circumstance.
State Contracts

The Washington State Office of State Procurement awards contracts through competition to cover designated state agencies for a period of one or more years. The University has the option of purchasing against these state contracts without the necessity of developing specifications or requesting bids, which means purchase orders may be placed immediately for a faster delivery. Also, because of the volume associated with state purchases, the prices are very competitive. If items on requisition are based from a state contract, please reference the state contract number in the document text.

Sales Tax/Use Tax Requirements

Eastern Washington University is not exempt from sales or use tax, except when items are purchased for resale (where sales tax is collected on the final sale such as for the Bookstore). You must provide your resale number on your purchase requests. For most purchases made out-of-state, the State of Washington will assess a use tax or in this instance a sales tax. Therefore, all purchases shall have applicable sales tax applied.

Changes to Purchase Orders

If you wish to modify a purchase order once it has been issued, you must notify Purchasing in writing. Please complete and send the Change Order form (http://www.ewu.edu/x13506.xml) to Purchasing, TAW 218.

There may be restocking or other charges resulting from the modification of purchase orders. These costs will be charged to the departmental budget. Any returns for credit must also be handled by Purchasing.

Closing and Liquidating of Purchase Orders

In an effort to be proactive throughout the fiscal year, it is important to review your purchase order activity. Departments should ensure that unnecessary purchase order encumbrances do not remain outstanding throughout the fiscal year.

For example, a department purchased a computer. The computer has been received; invoiced and final payment has been made. However, funds still remain encumbered against the purchase order due to various reasons (tax rounding issues, shipping was lower than estimated, etc.). If you have this type of scenario, this would be a good reason to close the purchase order and liquidate any remaining funds.

In Banner, there are a few forms that might assist you in determining if a purchase order needs to be closed to liquidate the encumbrance. Some of these Banner forms are:
FGIOENC-Organizational Encumbrance List
FPIOPOF-Open Purchase Orders by FOAPAL
FPIORQF – Open Requisitions by FOAPAL
FGIENCD – Detail Encumbrance Activity

If you identify an order that needs to be closed, you may complete the Encumbrance Liquidation/Closure request form located (http://www.ewu.edu/x13506.xml).

Travel and Registration

- All employees that travel are required to go through the Travel Department.
- Please request travel for candidates on a purchase requisition.
- If a student is traveling please send a letter verifying that the student represented EWU and the travel is essential to their course of study (class).
- Travel for contractors requires an MOA (Memorandum of Agreement).
- An MOA should be in place with a contract # generated before Purchasing will a purchase requisition for travel related expenses (i.e. air fair, lodging, meals, transportation, etc.)
- Try to pay for conference registrations with a P-Card if applicable. If attending a conference while traveling please use a Travel Authorization (TA) Form and work with the Travel Department.
- Travel will handle registration instances where the P-card is not accepted by the conference/seminar and a travel authorization has been approved. If a membership is included with the conference expense, Travel will process payment in full.
- In any case where the membership expense is separate from a conference registration, Travel will ask the traveler/department to forward the paperwork to Purchasing to process. The department will need to submit a purchase requisition, membership form/renewal form from vendor, invoice voucher if vendor will not invoice EWU.

Conflict of Interest

Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the university staff and of the Purchasing Department to take all appropriate steps to assure that the university does not knowingly enter into a purchase commitment which could result in a real or apparent conflict of interest situation. A conflict of interest exists when some factor (e.g. financial or personal interest in a vendor) interferes or appears to interfere with a purchaser's ability to be completely impartial and loyal to the university's interests.
Questionable Supplier Procedures/SCAMS

Everyone has received them: suspicious sounding sales pitches, phone calls about renewal orders you've never placed, invoices for goods never ordered, and other phone scams from not-so-credible companies. So, to help the University community stay aware of questionable vendors, the Purchasing department has come up with a list of tips to help prevent departments from being swindled:

- If someone calls you about the renewal of a previous year's order, ask them for the original purchase order number. If they cannot produce a valid purchase order number, get their phone number and hang up. If, upon investigation, you find no record of an order from the previous year to that company, alert the Purchasing department.
- If you receive an invoice in the mail for an order of which you have no record, read the invoice carefully. If the fine print states, "This is not an invoice. Material will not be shipped without prepayment," forward the invoice to the Purchasing department.
- If someone calls you about "servicing" office machines for which you have a contract, be certain that the caller is a representative of the company with which you have the contract. If you are not sure, get the caller's phone number and hang up.
- If you are ever unsure about dealing with a certain vendor, the Purchasing Department is here to help.

Confidentiality

The majority of transactions relating to purchasing are of a confidential nature and should be treated as such, especially with regard to our suppliers. It is unethical as well as damaging to the University's reputation to allow information about one vendor's quotation to pass to another vendor. This includes indirect methods such as overheard telephone calls, documentation left on desks during vendor interviews and conversations within hearing of vendors in other offices. An awareness of this sort of situation should be created so that it may be avoided.

Gifts and Gratuities

It is the guideline of the Purchasing Department, as well as other related personnel of the University, to decline personal gifts or gratuities in connection with the purchasing function. Purchasing Department staff in any of its locations may not accept personal gifts or gratuities from any current or potential supplier of goods or services to the University.
Established Purchasing Guidelines

Chapter 172-64 WAC
ALCOHOL POLICY AT EASTERN WASHINGTON UNIVERSITY

Last Update: 8/29/03

WAC SECTIONS

172-64-010 Statement of purpose
172-64-020 Introduction
172-64-030 Policy statement
172-64-040 Washington state law
172-64-050 Locations where those of legal drinking age may possess, consume, or serve alcoholic beverages
172-64-060 Guidelines for university recognized events serving alcohol
172-64-070 Guidelines for the selling of alcohol at university recognized events
172-64-080 Guidelines for university social events in conjunction with alcohol vendors
172-64-090 Guidelines for off-campus events
172-64-100 Guidelines for serving alcohol at nonuniversity sponsored events
172-64-110 University enforcement of alcohol policy
172-64-120 Violations of local, state, and federal law
172-64-130 Student violations of the university alcohol policy
172-64-140 Employee violations of the university alcohol policy

WAC 172-64-010 Statement of purpose. The purpose of this policy is to further the university mission by creating a safe environment for student learning. To accomplish this, the university will support the enforcement of federal, state, and local laws, as well as its own alcohol and drug policies and procedures. The university will also encourage university functions in a controlled environment that reduces risk and creates positive experiences. This policy recognizes community standards of responsibility and accountability in the use of alcohol and the expectation that individuals have a right to learn, to work, and to live free from the disruptions and consequences of alcohol abuse by others. It is the responsibility of every member of the university community to know the risks associated with the use and abuse of alcohol and to assist the university, its
faculty, staff, administrators, and students in creating an environment that promotes health-enhancing attitudes and activities.

WAC 172-64-020 Introduction. At Eastern Washington University, diversity of opinion and freedom of choice involves the exercise of personal responsibility that includes the obligation to make sound judgments regarding the use of alcohol. This alcohol policy was developed by a community-wide committee of faculty, administrators, students, and Cheney and Spokane community members as a reasonable set of standards to enhance a positive campus environment. These rules and regulations are an important and necessary part of the overall commitment of a comprehensive alcohol education program at EWU. In addition to these guidelines, the most important factor in the reduction of alcohol-related problems is the human capacity to act responsibly. Therefore, the university has an expectation that individuals and groups know and understand the risk and liability associated with the consumption of alcoholic beverages.

WAC 172-64-030 Policy statement. Eastern Washington University allows the legal use, possession, and distribution of alcohol on campus under the conditions stipulated in this policy and complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol. Violations of such laws that come to the attention of university officials will be addressed within the university or through prosecution in the courts, or both. All university faculty, staff, administrators, and students are hereby notified of the following standards of conduct that the university will apply to all activities conducted on university owned property and at university sponsored events. Furthermore, these standards will apply to all guests on university owned property and at university sponsored events. It is the responsibility of all members of the university community to familiarize themselves and their guests with relevant federal, state, and local laws as well as the following standards, procedures, and guidelines for the possession, use, and distribution of alcohol, and act accordingly.

WAC 172-64-040 Washington state law. Members of the university community are responsible for the observance of state and federal laws including those that apply to alcohol. Some of the laws most relevant to the university community are the following:
(1) It is unlawful:

(a) For anyone under twenty-one years of age to possess alcohol (RCW 66.44.270);

(b) To sell, purchase, deliver, or furnish alcohol, except a parent or legal guardian, to anyone under twenty-one years of age (RCW 66.44.270);

(c) To sell purchase, deliver, or furnish alcohol to an intoxicated person (RCW 66.44.200);

(d) To consume alcohol in a public place, exceptions defined in RCW 66.44.100;

(e) To misrepresent one’s age to obtain alcohol (RCW 66.44.310);

(f) To drive under the influence of alcohol (RCW 46.61.502 and 46.61.503).

(2) Driving under the influence:

(a) It is unlawful to drive if your blood or breath alcohol concentration (BAC) meets or exceeds 0.08 percent or under the influence of drugs (RCW 46.61.502);

(b) It is unlawful to drive if alcohol has impaired your ability to drive safely, even if your BAC is under the legal limit (RCW 46.61.503);

(c) For a person under the age of twenty-one, it is unlawful to drive if your blood or BAC meets or exceeds 0.02 percent (RCW 46.61.503).

(3) Open container law:

(a) Alcoholic beverages may not be consumed in a vehicle nor be carried within reach of the driver or passengers. Open containers may be carried in a trunk or nonpassenger areas (not glove boxes). Does not apply to vehicles commercially chartered by groups or to the living quarters of motor homes or campers (RCW 66.44.100 and 46.61.519).

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-040, filed 8/29/03, effective 9/29/03.]

WAC 172-64-050 Locations where those of legal drinking age may possess, consume, or serve alcoholic beverages.

(1) Inside individual rooms of residence halls, where all residents of the room are of legal drinking age (whether or not all residents are home), all present in the
room are of legal drinking age, and the residence hall is not designated substance free and/or clean and sober.

(2) Inside fraternity and sorority facilities, in accordance with respective national organizational policies and university guidelines.

(3) Areas owned or controlled by the university, in accordance with the following guidelines for the use, possession, and sale of alcohol.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-050, filed 8/29/03, effective 9/29/03.]

WAC 172-64-060 Guidelines for university recognized events serving alcohol. Any person or group of persons holding a function at a location where consumption of alcoholic beverages is permitted under the provisions of this policy shall abide by the following regulations in preparing for and conducting the function. Additional guidelines for serving and consumption of alcoholic beverages may be established by the person or group holding the function.

(1) Obtaining permission to serve alcohol.

(a) Written permission for a function sponsored by an individual or group, at which alcohol will be available, must be obtained from the president or his/her designee, along with a banquet permit application. Decisions regarding the approval or denial of permission to serve alcohol shall be made according to what is deemed to be in the best interest of the institution as expressed by the university mission statement and this policy's statement of purpose. Reasons for denial of a permit may include but are not limited to: Conflict with primary academic use of facilities; performance record of sponsors in prior events; or failure to satisfy guidelines.

(b) Such approved function shall be subject to the regulations set forth in this policy. Complete information on procedures to obtain permission is available at numerous locations on campus.

(c) Permission to serve or consume alcohol must be requested seven days prior to the event.

(2) Proof of age and access to alcohol.

(a) The person or group(s) holding the event must establish precautionary measures (check identification) at the function to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear intoxicated.

(b) At the function, a person (or persons) over the legal drinking age must be designated as the server(s). It is the responsibility of the designated
(3) Alternative beverages. Nonalcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.

(4) Security measures. The university police department shall, when informed of activities and events involving alcoholic beverages, determine appropriate security measures to be taken and coordinated with the events' sponsor and appropriate administrative staff of the university as may be necessary to assist in compliance with state laws and university regulations.

(5) Publicity and advertising.

(a) All announcement(s) or advertisement(s), including but not limited to flyer(s), notice(s), poster(s), banner(s), tee-shirts(s) and newspaper and radio announcement(s), concerning the function shall note the availability of nonalcoholic beverages as prominently as the availability of alcoholic beverages; and that proper identification is required in order to be served or sold alcoholic beverages; and must not make reference to the amount of alcoholic beverages available, as, for example, the number of kegs of beer available at the event; nor to any form of drinking contest.

(b) Advertising which promotes university events must not portray drinking as a solution to personal or academic problems or as necessary to social, sexual, or academic success.

(c) Promotion of alcoholic beverage brands at the activity must not encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.

(d) Alcoholic beverages, such as kegs or cases of beer, shall not be provided as free awards, prizes or rewards, to individual(s) or groups.

(6) Prohibition of drinking games. Drinking contests or any other activities which encourage the rapid and/or excessive consumption of alcoholic beverages shall not be permitted.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-060, filed 8/29/03, effective 9/29/03.]
WAC 172-64-070 Guidelines for the selling of alcohol at university recognized events.

(1) Any function sponsored by faculty, staff, administrators, or students or a faculty, staff, administrator, or student group(s) at which alcoholic beverages are sold or served, whether or not the function is open to the public, may be held in those areas permitted under the provisions of this policy only after a banquet permit and written approval is obtained for such function from the president or his/her designee.

(2) Functions at which alcoholic beverages are sold shall include functions at which alcoholic beverages are served and for which an admission fee is charged, at which cups are sold, at which tickets are sold, at which cash or anything else of value is exchanged for alcoholic beverages, or at which donations are collected by the group, or members thereof, sponsoring the function. Functions open to the public shall be defined as those functions to which the general public has been invited through oral, written, or printed announcement(s), advertisement(s) or invitation(s).

(3) Consideration of all the policy guidelines already outlined must be presented when requesting permission to serve or sell alcohol.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-070, filed 8/29/03, effective 9/29/03.]

WAC 172-64-080 Guidelines for university social events in conjunction with alcohol vendors. Faculty, staff, administrator, or student group(s) may sponsor an activity involving a commercial off-campus vendor involved in the manufacture, distribution, or retail sales of alcoholic beverages. Sponsors of university events may invite vendors of alcoholic beverages to provide and/or sell alcoholic beverages for the event; however, vendors of alcoholic beverages cannot sponsor university activities. University group(s) and organization(s) may involve the services of a vendor of alcoholic beverages under the following guidelines:

(1) The group(s) sponsoring the activity shall be responsible for all aspects of the activity, including all publicity and advertising.

(2) Advertising and publicity must reflect sole sponsorship of the event as being that of the group(s).

(3) Advertising or announcements (posters, banners, flyers, radio and newspaper advertisements, tee-shirts, etc.) may reflect a vendor's involvement, but must not indicate or convey sponsorship by the vendor.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-080, filed 8/29/03, effective 9/29/03.]
WAC 172-64-090 Guidelines for off-campus events. University recognized events held off-campus, are expected to abide by the university alcohol policy guidelines for proof of age and access to alcohol; alternative beverages; publicity and advertising; and prohibition of drinking games, in addition to all applicable state laws and local ordinances. Faculty, staff, administrators, students, and their organizations are subject to disciplinary action by the university as it relates to violations of laws, ordinances, and university rules.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-090, filed 8/29/03, effective 9/29/03.]

WAC 172-64-100 Guidelines for serving alcohol at nonuniversity sponsored events. Any individual or group of individuals who are not affiliated with Eastern Washington University, who wish to use university property for an event (i.e., weddings, community group meetings, etc.), must comply with all state and local laws and with this policy.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-100, filed 8/29/03, effective 9/29/03.]

WAC 172-64-110 University enforcement of alcohol policy. This enforcement policy applies to any violation of the federal, state, and local laws; and the university alcohol policy.

Responsibility for compliance with these regulations and with all applicable laws will be incumbent upon all members of the university community, including all faculty, staff, administrators, students, and their guests.

The sanctions imposed under this policy do not diminish or replace the penalties available under generally applicable civil or criminal laws. The university community is reminded that many violations of the standards may violate various federal, state, and local laws. In addition to the division of students affairs and the dean of students; residential life and housing; individual academic units; human resources; and Greek life may maintain internal policies and procedures for violations of the university alcohol policy, and may impose sanctions against individuals and groups in violation of their policies involving alcohol.

The university alcohol policy shall apply to every function or event, social event, and campus-wide activity sponsored by organizations or individuals associated with the university. In addition, off-campus university events that imply or express university affiliation are bound by this policy. This policy also applies to activities at all university campus sites.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-110, filed 8/29/03, effective 9/29/03.]
WAC 172-64-120 Violations of local, state, and federal law. Violations of local, state, and federal law may be referred to local law enforcement. Violations that might lead to consultation with local law enforcement officials for possible prosecution include the following:

(1) Use of alcohol by minors;

(2) Alcohol-related behavior that is dangerous, destructive, disruptive, or illegal;

(3) Use of or furnishing of false identification to purchase or be served alcohol;

(4) Furnishing alcohol to anyone under twenty-one years of age.

Violations involving students will be reported to the dean of students.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-120, filed 8/29/03, effective 9/29/03.]

WAC 172-64-130 Student violations of the university alcohol policy.

(1) Student violations of the university alcohol policy will be considered violations of the student conduct code.

(2) A broad range of consequences can be considered. For individual students, consequences can include:

   (a) Mandatory attendance at a prevention education program;

   (b) Loss of privileges, restitution, community service, and/or fines;

   (c) Eviction from university owned or controlled housing;

   (d) Suspension and/or dismissal from the university, or;

   (e) Some combination of the above.

(3) For student groups, possible consequences can include:

   (a) Suspension of privileges;

   (b) Probation;

   (c) Fines;

   (d) Removal of officers from office;

   (e) Elimination of student fee support from the university; and
(f) Suspension, or forced disbandment.

(4) The revised (October 1998) Federal Educational Rights and Privacy Act allows for institutions of higher education to disclose, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether the information is contained in the student's education records, if (a) the student is under the age of twenty-one; and (b) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-130, filed 8/29/03, effective 9/29/03.]

WAC 172-64-140 Employee violations of the university alcohol policy. Violations of this policy may result in:

(1) Disciplinary action, including termination of employment, in accordance with applicable personnel rules, chapter 251-11 WAC for classified employees, and EWU policies and procedures manual for other employees, collective bargaining agreements, or other policies of the university and/or;

(2) The requirement of satisfactory participation in evaluation and/or treatment in an approved chemical dependency assistance or rehabilitation program.

[Statutory Authority: RCW 28B.35.120(12). 03-18-070, § 172-64-140, filed 8/29/03, effective 9/29/03.]

http://www.ewu.edu/x4333.xml#wac172-64-060
Before a purchase requisition is submitted, you must first obtain written approval for all print jobs from Bruce Armstrong, Manager of Eagle Printing & Creative Services. Bruce will review all print jobs and sign off on the request. Please provide Purchase with the written approval from Bruce (or designee) from Eagle Printing. Once we receive the written approval, a Purchase Order (PO) can be processed.

Bruce wants all printing jobs reviewed for two reasons.
- To keep abreast of customer/campus needs; and
- To ensure that the work being done off campus is work that his employees cannot do, or will not do.

Bruce has advised the Purchasing Office that under the current and future contract with the union, work that has been done by union employees must stay on campus and must be done by union members. We cannot contract out work that can be done on campus.

In summary, any printing projects that will be completed off campus require pre-approval by Eagle Printing. Questions concerning printing projects may be directed to Bruce Armstrong @ (509) 359-4323. For all purchase requisitions, we are asking you to obtain his written approval for print jobs before a purchase requisition is to be processed by Purchasing.
PURCHASING ON CONTRACT GUIDELINE AT EASTERN WASHINGTON UNIVERSITY

MEMORANDUM

DATE:   July 17, 2009
TO:         EWU Campus Community
FROM:   Purchasing Department
RE:         Purchasing Items on State Contract

Dear Campus Community,

Please purchase the following items from state contracts: Personal Computers, Copy Machines, Printers, Computer Equipment, and Furniture.

The benefits to purchasing on state contract are as follows:

• We do not have to competitively solicit the products even if the amount of purchase exceeds our quoting limits. The state contracts have already been competitively solicited by the state.
• Another benefit is the level of service we can expect from a vendor that is approved on the state contract. Vendors will do a great job in the interest of maintaining the state contract.
• The vendors that are listed on the state contracts have agreed to our state terms and EWU will be covered in case of negligence.

The process for buying off of the state contract is as follows:

• Have the vendor show you items that are on contract.
• Verify the products are on state contract.
• Request a quote, referencing the state contract number.
• Prepare a purchase requisition, attach the quote and send to purchasing.
• Submit the quote to purchase. Please reference the Banner purchase requisition number on the quote for matching purposes.

Please refer to the following links for the list of state contracts:

• To purchase PCs and other IT services, please refer to the Washington State techmall website: http://techmall.dis.wa.gov/mastercontracts/MC.aspx.
• To look up other items that may be on state contract for purchased services (i.e. light bulbs, equipment, etc), please refer to https://fortress.wa.gov/ga/inet/pca/pcacont.htm.
• For copier purchases please refer to the following link: http://www.ewu.edu/groups/purchasing/PDFs/copier%20ordering%20guideline.pdf.
• For furniture purchases please refer to the following link: http://www.ewu.edu/groups/purchasing/PDFs/Furniture%20Ordering%20Guideline.pdf.

Thank you,

Your Purchasing Staff
REIMBURSEMENT GUIDELINE AT EASTERN WASHINGTON UNIVERSITY

Reimbursement Guideline:

- Reimbursements to employees and students.
  - Purpose – To streamline the reimbursement process and provide a more user friendly forum for submission of reimbursement requests.
  - Guideline – Purchasing staff is assigned the responsibility of accepting or rejecting the validity of receipts for reimbursements based on the procedures outlined in this Guideline.

Procedure:

- Invalid Receipt:
  - Definition
    Generic, photocopy, and/or lack of proof of payment on paperwork submitted.
  - Rule
    Invalid receipts may be accepted if the issuing department provides an itemized invoice voucher signed by both the employee and their supervisor.
  - Assignment of Responsibility
    A signed invoice voucher by the employee indicates that the employee certifies an expenditure was made on the behalf of EWU. A signature on the same invoice voucher by the employee’s supervisor indicates they accept the responsibility for and attest that the purchase was made.

- No Receipt:
  - Definition
    No receipt provided.
  - Rule
    Reimbursement may be accepted when no receipt is provided if:
    1. A credit card statement and invoice voucher signed by supervisor and employee is submitted.
    2. If cash or check is used it is up to the purchasing agent’s discretion if reimbursement is authorized. An invoice voucher signed by the supervisor and employee would also be required.
  - Assignment of Responsibility
    A signed invoice voucher by the employee indicates that the employee certifies an expenditure was made on the behalf of EWU. A signature on the same invoice voucher by the employee’s supervisor indicates they accept the responsibility for and attest that the purchase was made.

- No bank statements or copies of check will be requested.
TO: EWU Departments  
FROM: EWU Purchasing Department  
DATE: October 1, 2008  
SUBJECT: Copier Orders

Purchases for copiers are required to be on state contract from the following contracted/interagency contracted vendors. Below is the list of state contracted/interagency contracted copier vendors.

- Please contact the vendor, ask for copiers that are on state contract and obtain an itemized quote.
- If necessary, coordinate with one of the contracted vendors to visit your office to conduct a needs assessment.
- Complete an itemized purchase requisition.
- The quote submitted to Purchasing should indicate the contract number.

_Sharp Electronics_  
Digital Imaging Solutions  
Mark Lenz  
11712 E Montgomery Dr. Suite C-6  
Spokane Valley, WA 99206  
Phone: 509 535-8000  
Fax: 509 535-8866  
Cell 475-4144

_Xerox Corporation_  
Office Tech, Inc.  
6310 E Sprague Ave  
Spokane Valley, WA 99212  
Phone: 509 755-8326  
Fax: 509 777-2185

_Konica Minolta Business Solutions_  
ABC Office Equipment  
Dan Welch  
7322 E Broadway Ave.  
Spokane Valley, WA 99212-1135  
Phone: 509 922-4600, ext. 119

_Ricoh Corporation_  
IKON Office Solutions, Inc.  
Debra Irving  
8815 E Mission Ave.  
Spokane, WA 99212  
Phone: 509 944-7223  
FAX: 509 891-7021
MEMORANDUM

DATE: October 1, 2008

TO: EWU Campus Community

FROM: Purchasing Department

RE: Retreat Guideline

Dear Campus Community,

The following information is the guideline set forth for payment of retreat expenses. Retreat expenses shall be assessed according to the State Administrative and Accounting Manual (SAAM) 10.10.55. Please see the following instructions for submitting a retreat related payment request.

1. The department will be required to obtain prior approval by their dean or director. Signature of dean or director on the purchase requisition or interdepartmental purchase order signifies the following:
   - First priority to facility location has been given to state-owned facilities in lieu of renting or leasing from other facilities.
   - I authorize the purpose and objective the meeting.
   - I am aware of who will be in attendance and permit them to participate.

Please consider the following:

   - If meals are being served at the retreat a meals and light refreshment form will be required. Link to the following site for the meals and light refreshments form: http://websrv.ewu.edu/groups/controller/travel/MealsLightRefreshmentsform.xls
   - Employees will be required to stay within per diem guidelines for meals and lodging. Please see http://www.ofm.wa.gov/resources/travel/colormap.pdf for rates.

Thank you,

Your Purchasing Staff
MEALS & LIGHT REFRESHMENTS GUIDELINE AT EASTERN
WASHINGTON UNIVERSITY

MEMORANDUM

TO: EWU Departments
FROM: EWU Purchasing Department
DATE: September 23, 2008
SUBJECT: Meals & Light Refreshments

In an effort to better serve the campus community, Purchasing is now requiring a Meals & Light Refreshment Form for all food related purchases. This form will provide us with the necessary information and additional paperwork needed to accurately and efficiently process your food related requests. The Meals & Light Refreshment Form can be found at: http://www.ewu.edu/x3186.xml.

In addition to the Meals & Light Refreshments Form, an agenda is required for the following activities:

- Meals for search committee members and other employees, including and reporting, directly to the President, the Provost or the Vice Presidents for Business and Finance and Student Affairs when interviewing a prospective employee candidate. An interview schedule must be submitted with the Meals and Light Refreshments form.
- Mealtime meetings with external constituents such as, inter-institutional, inter-agency, and volunteers, where the meal is an integral part of the meeting and the meeting is at least 2 hours in length. A formal agenda is submitted with the Meals and Light Refreshments form.
- Non-routine university employee training. A formal agenda is submitted with the Meals and Light Refreshments form and the training is at least 2 hours in length. This is not intended for on the job training.

Receiving this paperwork up front will reduce turnaround time and help process your order. Thank you for your time and assistance.
MEMORANDUM

TO: EWU Departments
FROM: EWU Purchasing Department
DATE: July 20, 2009
SUBJECT: Furniture Orders

Purchases for furniture items are required to be on state contract from the following contracted/interagency contracted vendors. Below is the list of state contracted/interagency contracted furniture vendors that sell furniture items.

- Please contact the vendor, ask for furniture items that are on state contract and obtain an itemized quote.
- If necessary, coordinate with one of the contracted vendors to visit your office to conduct measurements, discuss laminate, fabric choices, etc.
- Complete a purchase requisition (itemized) and attach the quote.
- The quote submitted to Purchasing should indicate the contract number.

**Contract Design Associates, Inc. (CDA)**
402 E Sprague Ave
Spokane WA 99204
(509) 624-4220
US Communities Contract #RQ07-878957-20A
Contract Period: 5/1/07 thru 12/31/09

**Herman Miller Line**

**Interior Solutions**
Lisa Hildebrand
1229 N Monroe St
Spokane WA 99204
(509) 325-5335 x 19 or cell # 217-9193
US Communities Contract #RQ07-878957-20C
Contract Period: 5/1/07 thru 12/31/09

**Haworth Products Line**

**Bank & Office Interiors**
Susan Noble
411 East North Foothills Drive
Spokane, WA 99207
Phone: (509) 483-1000
Fax: (509) 483-1011

**Steel Case ONLY**
State Contract #04308, Contract ENDS: 1-31-2010
UW Cooperative Contract – WIPHE - UWIC 02-06 SL
Correctional Industries
Chandler Gillis
Education Sales Manager
801-88th Ave SE
Tumwater, WA 98501
Phone: 360-725-9147
Cell: 360-239-0347
Fax: 360-753-0219
wcgillis@doc1.wa.gov
State Contract #14393
Contract Period Ends: 12-31-2010

Interior Development East
Kurt Wood
921 W Broadway
Spokane, WA 99201
(509) 327-7150
WIPHE Contract #KISCCD1-101
Contract Period: 9/1/04 thru 8/31/09
KI & Krug Furniture

HBI Office Interiors, LLC (NuMark Office Interiors)
www.numarkoffice.com
3600 136th Place SE Building 4
Bellevue, WA 98006
425-274-7500
State Contract #04308
Contract Period Ends: 1/31/10
Haworth Line

Blockhouse Contract Furniture Co.
www.blockhouse.com
3285 Farm Trail Rd.
York, PA 17402
800-346-1126
State Contract #09309
Contract Period Ends: 5-31-2010
Lounge Seating

Moduform Inc
www.moduform.com
172 Industrial Rd.
Fitchburg, MA 01420
800-221-6638
978-345-0188
State Contract #09309
Contract Period Ends: 5-31-2010
Lounge Seating

Herman Miller
www.hermanmiller.com
866-322-0700
Look on website or call for dealers in WA
US Communities Contract #RQ07-878957-20A
Contract Period: 5/1/07 thru 12/31/09

Knoll Furniture
www.knoll.com
888-574-0266
Look on website or call for dealers in WA
US Communities Contract #RQ07-878957-20B
Contract Period: 5/1/07 thru 12/31/09
MEMORANDUM

TO: Campus Community
FROM: Purchasing Department
DATE: October 16, 2006
SUBJECT: Purchasing Non-Logo T-Shirts from Correctional Industries

State Legislation 2SSB 6489, states that higher education is required to procure applicable items from Correctional Industries according to the established business plan. As a result clothing that does not require our EWU logo should be purchased from Correctional Industries. Correctional Industries information is below. If you have any questions please call X2253. Thank you for your continued support.

Correctional Industries
Chandler Gillis
Education Sales Manager
801-88th Ave SE
Tumwater, WA 98501
Phone: 360-725-9147
Cell: 360-239-0347
Fax: 360-753-0219
wcgillis@doc1.wa.gov

Sincerely,
Your Purchasing Staff
MEMORANDUM

TO: Prospective Vendors
FROM: Bill Santiago, Purchasing Manager
SUBJECT: Eastern Washington University Account Information

Please consider the following information for accepting Eastern Washington University’s purchase orders.

Eastern Washington University is an agent of the State of Washington and goes on the credit of the State. Orders are FOB Destination, prepay shipping and add to materials invoice. State invoicing terms: Net 30. NO COD’s. We can only pay 1% service charge on an unpaid balance. The terms of the purchase order are based on State Statutes. If the Statutes change, the terms of the order change, so we cannot sign an application form. A copy of our Terms and Conditions can be found at http://www.ewu.edu/x654.xml.

Our Federal ID# is 91-6000624. Purchase orders are your guarantee of payment. Reference the EWU Purchase Order Number on all packing slips and invoices. Vendor information from our vendor database and financial data cannot be supplied. EWU is not tax exempt. Tax can be added as a separate line item on your invoice.

Send invoicing, original plus one copy, to:
Accounts Payable
Eastern Washington University
319 Showalter Hall
Cheney WA 99004-2445
Phone: 509-359-6370

Follow the “Ship To” instructions on the purchase order or allow department personnel to pick up orders and hand carry the Vendor’s copy of the purchase order to the appropriate store.

Individuals authorized to sign purchase orders are:

Bill Santiago, Purchasing Manager
Brenda Gladden, Procurement and Supply Specialist II
Lori Holznagel, Procurement and Supply Specialist II
Lindsay McKay, Procurement and Supply Support Specialist I
If you have any questions, please contact me at the number listed below. Thank you.

**WHAT IS A SOLE SOURCE?**

Sole source purchases are those which are clearly and legitimately limited to a single source of supply and involve special facilities, services, or market conditions (per RCW 43.19.1906). Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment, reliance on an existing stock of parts or service agreements, or reliance upon a clearly unique and cost effective feature or functionality. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs. Source limitations within geographical areas do not constitute a sole source situation.

The Purchasing Buyer determines if the department has a justifiable sole source request for all purchases over $3,500.

**HOW A SOLE SOURCE PURCHASE REQUEST IS PROCESSED (over $3,500)**

After the requesting Department enters a Requisition into Banner…

1) Record Banner Requisition # on sole source documentation.
2) Department is to submit sole source form and any information from vendor showing that they are the only provider of item to Purchasing, 218 TAW. Any pertinent information from vendor must be attached for Purchasing Department review.
3) Requisition is assigned to a buyer.
4) Requisition becomes a purchase order and is legally signed by the buyer.
5) Purchase order is sent to the vendor via mail or by fax.

Please complete the following worksheet to record the information to justify your sole source purchase request and send to Purchasing Department, Tawanka 218. The Purchasing Department will work with the requestor when reviewing the submitted sole source documentation.

For more information, visit our website: [http://www.ewu.edu/purchasing](http://www.ewu.edu/purchasing) or contact the Purchasing mainline at: 509-359-2253
SOLE SOURCE
APPROVAL REQUEST

Purchase Requisition #: ____________________ Date: ____________________

Requestor Name: ________________________________ Phone: ____________

Department: __________________________

Sole Source Request for the Purchase Of:

________________________________________________________________________
________________________________________________________________________

REQUESTED SUPPLIER: ______________________________________________________

COST ESTIMATE: _____________________________________________________________

SOLE SOURCE

A purchase may be made when there is only one vendor who possesses the unique and singularly available capability to meet the requirement of the solicitation.

(Please check all that apply)

☐ Sole provider of a licensed or patented good or service
☐ Matches existing/compatible with my existing equipment:
   Previous PO#
   ☐ As a replacement or repair part
   ☐ As a component to be interfaced with the existing equipment
   ☐ As an accessory or option:
       ☐ To match existing equipment -OR-
       ☐ For interchangeability

☐ Sole provider of goods and services for which the University has established a standard (Procurements of items for which the University has established a standard by designating a brand or manufacturer or by pre-approving via testing shall be competitively bid if there is more than one vendor of the item)

☐ Sole provider of factory-authorized warranty service
☐ Maintenance is from the original equipment manufacture
☐ Sole provider of goods or services that will meet the specialized needs of the University or perform the intended function (please detail below or in an attachment)
☐ The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the University (please attach information on cost of new vs. used price, appraisal of value, availability, etc.)
What necessary features does this vendor provide which are not available from other vendors?

______________________________________________________________________________________
______________________________________________________________________________________

Please list phone numbers and names of other vendors or brand/manufacturers that were contacted and why these were not suitable.

______________________________________________________________________________________
______________________________________________________________________________________

Can your requirement be modified so that competitive products can be used?

______________________________________________________________________________________
______________________________________________________________________________________

Additional Comments:

_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

STATEMENT OF NEED:
My department’s recommendation for sole source is based upon an objective review of the product/service required and is in the best interest of the University. I know of no conflict of interest on my or any other individual’s part, nor do I have any personal involvement in any way with the supplier(s) involved. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

________________________________________/________________________________________
Signature of Requestor Date

________________________________________/________________________________________
Purchasing Department Approval Signature Date

Please submit completed Sole Source Form to Purchasing, Tawanka 218.
For further information, visit our web site: http://www.ewu.edu/purchasing