MEMORANDUM

DATE: October 1, 2008

TO: EWU Campus Community

FROM: Purchasing Department

RE: Purchasing Items on State Contract

Dear Campus Community,

Please purchase the following items on state contracts: Personal Computers, Copy Machines, 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:

- Select the products the vendors have that are needed.
- 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.

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/master_contracts/MC.aspx](http://techmall.dis.wa.gov/master_contracts/MC.aspx).
- To look up 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](https://fortress.wa.gov/ga/inet/pca/pcacont.htm).
- For copier purchases please refer to the following link: [http://www.ewu.edu/x13503.xml](http://www.ewu.edu/x13503.xml).
- For furniture purchases please refer to the following link: [http://www.ewu.edu/x13503.xml](http://www.ewu.edu/x13503.xml).

Thank you,

Your Purchasing Staff