EvCC2030P: PURCHASING PROCEDURE
Original Date: July 1, 2007
Revision Date: June 7, 2012
Policy Contact: Vice President of Administrative Services

CONTEXT
The following procedures are established to meet the requirements for implementing policy Budget Management.

PROCEDURE
Purchasing Limits
Vice Presidents and Executive Directors must approve all purchases (excluding contracts) at or exceeding $5,000. No purchase will be processed unless adequate funds are available in the designated account.

Encumbrances
Purchase orders, contracts and annual orders will be encumbered. Other forms of purchasing requests may be encumbered at the discretion of the Accounting office.

Purchasing Options
The Purchasing Department will assist departments in determining the appropriate purchasing method from the four options available. Purchases may be made by purchase requisitions, procurement (credit) card, contracts, or annual order.

• PURCHASE REQUISITIONS
  Purchase Requisitions are forms used to start an order to buy goods or equipment. The Purchase Requisition process is performed in E-requester.

• PROCUREMENT (CREDIT) CARDS
  Procurement cards are to be used to purchase supplies under $1,500. Use of a card for other purchases must be pre-approved by the Purchasing Department.

• CONTRACTS
  Contracts must be approved by the Purchasing Department before they are signed by the parties. Contacts must be signed by the parties before any work is done. Contracts are paid through E-requester. Please contact the Purchasing Department if you need guidance. The Purchasing Department will assist departments in choosing the applicable contract from the options available. Contracts may be personal services contracts, client services contacts, purchased services contract, IT contracts, interagency agreements, public works contracts, architecture and engineering or civil service competitive contacts. Emergency and sole source contracts are also possible.

  o PERSONAL SERVICES CONTRACTS
    Personal services contracts are written for performance of a professional or technical service. Personal service contracts at or exceeding $10,000 require an informal bid. Personal services contracts at or exceeding $100,000 require a formal bid process.
o **CLIENT SERVICES CONTRACTS**
   Client services contracts are written for performance of a service that’s provided directly to our clients, our students.

o **PURCHASED SERVICES CONTRACTS**
   Purchased services contracts are written for performance of a routine task. Purchased service contracts at or exceeding $10,000 require an informal bid. Purchased service contracts at or exceeding $100,000 require a formal bid process.

o **IT CONTRACTS**
   IT contracts may be either purchased services or personal services contracts. IT purchases of equipment and software at or exceeding $10,000 require a bid process. IT purchases using personal service contracts at or exceeding $5,000 require a bid process.

o **ARCHITECTURE AND ENGINEERING CONTRACTS**
   Facilities and College Services staff may contact the purchasing office for assistance to use this type of contract for maintenance, repairs, or construction planning activities.

o **EMERGENCY PURCHASE CONTRACTS**
   Emergency purchase contracts are written for performance of activities such as repairs after earthquakes, fires, or time-sensitive personnel investigations. President’s approval is required for this category of contracting.

o **SOLE-SOURCE CONTRACTS**
   Sole-source contracts are written when there is no other option for a product or unique service and there is only one possible vendor who could supply the product or service. Contact the purchasing office for assistance if you are considering a sole source contract.

- **INTERAGENCY AGREEMENTS**
  Interagency agreements are agreements written between government agencies including local, state, federal or federally recognized tribal entity.

**ANNUAL (OPEN) ORDERS**
Annual orders are used for recurring purchases from one vendor. For example, the Facilities Department uses this type of order for lumber purchases at the lumber store. Contact the purchasing office for assistance if you are considering establishing an annual order.

**PAYMENT OPTIONS**
The Purchasing Office will assist departments in determining the appropriate payment method from the four options available. Payments may be made by:

- Petty cash
- Invoice voucher
- Voucher distribution
- Travel voucher
PETTY CASH
Prior approval from the budget authority is required for petty cash reimbursement. Employees must request budget authority approval before spending money. Budget authorities must sign the petty cash voucher form. Maximum reimbursement is $35 including tax. There are no exceptions.

INVOICE VOUCHERS
Invoice vouchers are used when there is no bill. Examples include reimbursing an employee for purchases made with personal funds, or paying Center for Disability Services note-takers for their services. Maximum invoice voucher is $5,000. Exceptions must be approved by area vice president in consultation with purchasing office. Invoice vouchers are paid through E-requester.

VOUCHER DISTRIBUTIONS
Voucher distributions are used when there is a bill. Examples include subscriptions, memberships, registrations and dues. Maximum voucher distribution is $5,000. Exceptions must be approved by area vice president in consultation with purchasing office. Voucher distributions are paid through E-requester.

TRAVEL EXPENSE VOUCHER
Travel expense vouchers are used after travel to reimburse employee expenses. (Travel authorization forms are used before travel to get pre-approval for the travel beyond 50 miles of the college or out of state travel.)

RELEVANT LAWS AND OTHER RELATED INFORMATION
State Administrative & Accounting Manual
RCW 43.19.200
RCW 43.105
RCW 28B.10
RCW 28B.10.029
RCW 39.29

REVISION HISTORY
Original: July 1, 2007
Revisions: December 21, 2010
June 7, 2012
Last Review Date: June 7, 2012

APPROVED BY
Board of Trustees