EvCC2160P: EQUIPMENT PURCHASING PROCEDURE
Original Date: January 3, 2013
Procedure Contact: Vice President of Administrative Services

PURPOSE
Everett Community College will follow the following procedures to ensure compliance with State of Washington purchasing laws and regulations regarding acquiring and maintaining control over state property (equipment).

PROCEDURE
Goods, materials, supplies, or equipment may be purchased from any of the following sources: selected vendors (on the basis of quality, service, and price), state contracts, other state agencies, or formal or informal bid process.

Purchasing Goods and Services
The following purchasing requirements apply to general goods and services. Different rules apply to direct purchases from Department of Information Services (DIS), Cooperative Purchasing Agreements, and contracts.

- Purchases under $10,000 (excluding tax and shipping) may be made without competitive quotes.
- Purchases over $10,000 but under $100,000 (excluding tax and shipping) require a solicitation of a minimum of three competitive quotations. The quotes may be obtained by telephone, writing, or fax.
- Purchases of $100,000 or more (excluding tax and shipping) are made under a formal sealed bid procedure in accordance with the rules and regulations of the Department of Enterprise Services.

RCW 39.26 provides detailed purchasing laws for State agencies. The Department of Enterprise Services develops policies to make sure State agencies follow those laws. Everett Community College employees shall follow these procedures in order to comply with the laws and policies:

- A purchase requisition (PR) is created in eRequester at the department level.
- All PRs must have an account code and approval in eRequester from the budget authority for the account being charged.
- PRs are then forwarded to the Purchasing Office.
- Upon receipt of the goods, a numbered receiving report is created by Receiving in eRequester, the number is noted on the packing slip, the packing slip is signed and dated by requester, and returned to the Purchasing Office.
- Purchasing Office scans the signed packing slip/receiver into eRequester.
- Paper copies are delivered to Accounts Payable.
- Any discrepancy between the goods ordered and received is reported to the Purchasing Office and notes are made in eRequester.

Discrepancies are resolved between the Receiving Office, Purchasing Office, and vendor as necessary.

Fiscal Year End Purchasing
All goods and services must be received by June 30 to be included as expenditures in the current fiscal year. Therefore, all requests for purchases must be in the Purchasing Office no later than June 15. The request must be in eRequester and through the approval process and available to the Purchasing Office by that date.

Goods and/or services received after June 30 will be charged to the following year’s budget without exception.

These year-end purchasing deadlines exclude federal grants operating on a fiscal year other than the state fiscal year of July 1 through June 30.
RELEVANT LAWS AND OTHER RELATED INFORMATION

RCW 43.19
RCW 39.26
RCW 28B.10.029
State Administrative & Accounting Manual (SAAM) - Section 30.30.30 (Capital Assets)
Fiscal Affairs Manual 40.60.10 (Purchasing)
EvCC2100P Purchasing and Personal Services Contract Bid Limits Procedure

REVISION HISTORY
Original Date: January 3, 2013
Last Review Date: January 3, 2013

APPROVED BY
VP Staff