

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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### GOODS AND SERVICES

3.1

REV 04/05

Finance and Administration

425.352.5235

### General Purchasing Policies and Procedures for Goods and Services

#### POLICIES AND PROCEDURES

The purchasing method used by a department will depend upon the type of purchase, and the amount. Following are the guidelines to be used for the purchase of goods and services:

##### *Petty Cash - \$1 to \$1,000*

Petty cash may be used for items up to \$1,000 by completing a petty cash voucher form, attaching original receipts, and forwarding these items to the Petty Cash Custodian in Finance and Administration (F&A) in UW1-281.

Petty cash may be used to purchase supplies, non-personal services, and some in-state travel and transportation necessary to conduct official business. Petty cash may be used to reimburse for food purchased under the Meals/Light Refreshment policy. Food may not be purchased on a state budget unless the budget is pre-approved for food (check with [F&A Manager](#) if you are unsure), or unless a [Food Approval Form](#) is completed and approved prior to making any purchases. A Food Approval Form is not needed for expenses charged to a discretionary budget (64-XXXX).

Personal choice, convenience, or decorative items (e.g., pens, clocks, picture frames, flowers, drapes, desk sets, briefcases, watches) are not eligible for petty cash reimbursement unless the budget to be charged is a discretionary fund.

See Administrative Procedure 3.3, Petty Cash, for more information regarding the petty cash process.

##### *Procurement Card - \$1 to \$2,000*

The University of Washington Procurement Card (ProCard) may be used to purchase items of \$2,000 or less (total cost, including shipping and tax). Generally speaking, any authorized UWB expense may be paid for using the ProCard, provided the user has authorization to charge the specific budget being used, the purchase is not split to fall under the \$2,000 threshold, and the vendor

has the capability to accept credit cards.

The only prohibited transactions for ProCard purposes are travel expenses, computer purchases, office supplies that are available from University Stores, and alcohol (unless charged to a discretionary 64-XXXX budget). Certain vendors also have a blanket prohibition placed on them by the payment system, such as jewelry stores, furriers, gambling establishments and financial institutions (ATMs).

The ProCard may be used for conference registrations even if the registration fee includes lodging and/or meals. However, if the lodging and meals are billed separately, or if there are any additional add-on items, such as personal diversions, these amounts may not be charged to the ProCard. The ProCard may also be used for taxi and shuttle fares, as long as the charges are billed separately from other travel related items.

Computer purchases generally must be made via a purchase order, or purchase online through the University of Washington [eProcurement system](#). This will ensure the computers are properly tagged, added to the equipment inventory list, and insured. Computers are generally included on Information Systems' equipment list and included in their annual inventory

Office supplies must be ordered using eProcurement (which includes UW Stores, Corporate Express, Dell, etc.) rather than using a Procurement Card.

See Administrative Procedure 3.4, Procurement Card, for more information regarding the procurement card process.

#### *Check Request - \$1 to \$3,000*

Check requests may be used for payments to individuals for amounts of \$3,000 or less (total cost, including shipping and tax). Payments to individuals include:

- Honorariums
- Reimbursements for miscellaneous purchases of merchandise or supplies for University use
- Travel reimbursements related to Honoraria
- Payments to student performers
- Payments for prizes, awards to individuals who are not UW employees

The Check Request Form, UoW 1570, must be completed and given to the Purchasing Coordinator in Finance and Administration. An Independent Contractor Form-Visiting Lecturer, UoW 1631, must be submitted with the Check Request Form for an honorarium.

The check request process MAY NOT be used for payments to individuals for

personal services. Purchase orders must be used instead. Other ineligible transactions for check request purposes include printing, equipment purchases over \$2,000, equipment rentals, awards to UW employees or students, moving expenses and housing.

*eProcurement - \$1 to \$3,000*

Office supplies generally must be purchased through eProcurement. Many other items are also available through the online eProcurement ordering system, including scientific supplies and equipment, computers and peripherals, and other office supplies not carried by University Stores (from Corporate Express).

Please see Administrative Services Policy and Procedure 3.5, eProcurement, for more information regarding purchasing from Stores.

*Purchase Orders \$1 to \$3,000*

All purchase orders of \$3,000 and below (unit cost, excluding shipping and tax) are considered to be either confirming orders, or non-confirming orders.

Confirming orders are ones that the departments are able to place the order with the vendor themselves. A Request for Purchase form is completed, forwarded to the Purchasing Coordinator in Finance and Administration, and the order is encumbered. The Purchasing Department in Seattle is not materially involved in the process, and a hardcopy Purchase Order is not sent by Purchasing.

The confirming order process may generally be used by departments to place any order of \$3,000 or less, with the exception of the following items:

- Facility maintenance and repair
- Foreign purchases
- Furnishings
- Hazardous materials
- Printing and copy/duplicating
- Telecommunications (telephone services, cellular phones and pagers)
- Vehicles
- Goods or services of another University department
- Items stocked in UW Stores
- Contracts (both personal services contracts and non-personal services)
- Open Purchase Orders (term contracts)
- Services provided by a University employee

For non-confirming orders, the department completes a Request for Purchase form, the encumbrance is entered, and supporting documents, if any, are forwarded to the Purchasing Department in Seattle. A buyer is assigned from Purchasing, based on the type of item being purchased. The buyer utilizes

vendors they already are familiar with, or vendors suggested by the department, and a Purchase Order is issued to the vendor.

The non-confirming order process may be used by a department when confirming orders are not an option, based on the criteria above, or when departments want to utilize the Purchasing Department to find and select a vendor.

#### *Purchase Orders over \$3,000*

For purchases of more than \$3,000 (unit cost, excluding shipping and tax), the Purchasing Department will initiate an informal or formal bid process, depending on the dollar amount and the type of purchase. In general, purchases of \$3,001 to \$42,300 use an informal bid process, and items over \$42,300 require formal bids. It will be necessary for the department, with the assistance of the Purchasing Coordinator, to provide detailed specifications on what the need is, when it is needed, and other relevant information.

The department will start the process by submitting a Request for Purchase form to the Purchasing Coordinator, along with the specifications and attachments as necessary. The Purchasing Coordinator will forward the specifications to the Purchasing Department after the order amount is encumbered.

See Administrative Procedure 3.2, Purchase Orders, for more information regarding the use of purchase orders.

### **MISCELLANEOUS PURCHASING ITEMS**

*Honoraria* – The following items are needed by the Purchasing Coordinator for honorarium payments:

1. Check Request form (UoW 1570).
2. Independent Contractor form (UoW 1631).

It is not necessary for the honorarium recipient to sign the Check Request form prior to the department submitting the form to the Purchasing Coordinator. However, the recipient's taxpayer ID (normally the Social Security Number) will be needed for tax reporting purposes.

*Reimbursements* (to UWB employees) – Generally, employees should use a Procurement Card for UWB related expenses. However, if an employee pays for an item personally, and needs reimbursement, the Check Request form (UoW 1570) should be forwarded to the Purchasing Coordinator, along with original receipts. The employee must sign the Vendor's Certificate line on the Check Request form.

*Stipend* – Stipends are paid as payroll items, and must follow the normal Human Resources rules for such appointments.

*Consulting Contracts* – Consulting contracts of \$3,000 or less may be procured using the confirming order process. Contracts of \$3,001 to \$19,999 use an informal bid process, and contracts of \$20,000 or more use a formal bid process. Please note that consulting contracts require approval by the Office of Financial Management in Olympia for informal or formal bid procurement, and will generally take a minimum of 60 days to receive approval.

Departments wishing to initiate a consulting contract should contact the [Purchasing Coordinator](#) early in the process and have the following information ready:

1. Completed [Request for Purchase](#) form,
2. Project Scope of Work, including a description of deliverables and project milestones, and
3. Sole source justification, if applicable.

*Computing Equipment* – The threshold for informal bids on computing equipment is \$100,000, rather than \$42,300. The Purchasing Department will utilize their existing vendor list for computing equipment, and the department may make suggestions as well, but the higher threshold for informal bids means that the procurement process will generally take less time to complete.

*Payments to Individuals (non-employees)* – Payments to individuals for services may be done using a Purchase Order. If payment is needed on the date of a performance (for artists or musicians) the department may submit the following to the Purchasing Coordinator:

1. Invoice Voucher/Receiving Report.
2. Invoice from the performer.
3. Request for Taxpayer ID (IRS W-9) – required for new vendors.

The checks will be returned to the [Purchasing Coordinator](#), and made available to the department the day before the performance. Generally speaking, two weeks notice is required to insure the check is ready on the day of the performance.

*Non-employee Travel* – Please see Administrative Procedure 4.8, Non-Employee Travel for policies and procedures related to travel for non-University employees.

## **FORMS**

UWB Request for Purchase form:

<https://my.uwb.edu/storage/304>

UWB Petty Cash Voucher form:

<https://my.uwb.edu/storage/283>

UW Check Request form (UoW 1570):

[http://www.washington.edu/admin/payables/ck\\_reqst.pdf](http://www.washington.edu/admin/payables/ck_reqst.pdf)

UW Invoice Voucher/Receiving Report (UoW 1730):

<http://www.washington.edu/admin/travel/forms/IV.pdf>

UW Multiple Check Request form (UoW 1571):

<http://www.washington.edu/admin/payables/1571.pdf>

UW Independent Contractor form – for Honorarium (UoW 1631):

[http://www.washington.edu/admin/sp/office/Visiting\\_Lec.pdf](http://www.washington.edu/admin/sp/office/Visiting_Lec.pdf)

UW Independent Contractor form – excluding Honorarium (UoW 1632):

<http://www.washington.edu/admin/sp/office/EmployeeVs.pdf>

IRS Request for Taxpayer ID (W-9)

<http://www.irs.gov/pub/irs-fill/fw9.pdf>

### **ADDITIONAL INFORMATION**

UW Check Request Procedures:

<http://www.washington.edu/admin/payables/checkreq.html>

UW eProcurement System:

<http://www.washington.edu/admin/purchstores/stores/eprocurement/phase2/index.html>

Statutory Authority:

[RCW 43.19](#)

Please contact Finance and Administration [Purchasing Coordinator](#) with any questions.