

IAREC Purchasing Processes & Guidance

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A – D

Advance Payments Prohibited – No payments in advance or in anticipation of service(s) or supplies are allowable. For an example, a “deposit” cannot be made prior to purchase and delivery of an item.

Alcohol – Alcoholic beverages may be purchased with University funds if established University and State of Washington procedures are followed. If an event is held out-of-state for which alcohol is purchased with University funds, the state procedures for purchasing and serving alcoholic beverages must be followed, in addition to established University procedures. See [BPPM 70.29](#).

If you plan to serve alcohol at a University event, please email prosser.purchasing@wsu.edu at least 6 weeks in advance of your event.

Amazon & Amazon Prime – Orders can be placed through Amazon. Prosser Purchasing has a Prime account to receive free shipping. To utilize our Prime account, place your order into CBS.

Personal Amazon accounts are not allowed to be used for WSU purchases. An account can be created for work purposes if not utilizing Purchasing prime account.

Autoclave – Use of the autoclave requires all projects to log in their supervisor, start time, and end time on the usage sheet. A default budget by PI/project is kept on file with the Prosser Purchasing office.

Blanket Purchase Order – A blanket authorization provides a limited direct authority to purchase goods or services from outside vendors. A blanket authorization is set up by Central Purchasing and is established for a specific timeframe and/or dollar amount. A blanket is issued if you expect or have knowledge of spending over 10K annually with a specific vendor. (Subject to competitive bidding/Sole source) After a blanket is issued, all orders must be entered into CBS and must include the blanket authorization number for proper tracking.

BPPM (WSU Business Policies and Procedures Manual) – All purchases must follow the WSU BPPM, see: http://public.wsu.edu/~forms/HTML/BPPM/70_Purchasing/70.00_Contents.htm

Catering- All catering Banquet Event Orders (BEO) that require signature (approval of terms and conditions) are to be sent to prosser.purchasing@wsu.edu at least 6-8 weeks in advance of the event. BEO's are sent to the Contracts office for review and approval prior to the event.

See “Food” for additional information.



Cell Phone Stipends – If you are an employee that is receiving a cell phone stipend, it is your responsibility to update Prosser Purchasing for any changes in your plan or phone number.

CBS – Online ordering system for purchase requests processed by Prosser Purchasing office.
<https://cbs.cahnr.wsu.edu>.

Computers – We currently have a state contract with Dell. CAHNRS IT offers preconfigured Dell computers here: <https://computerquotes.it.cahnr.wsu.edu/>. If a preconfigured computer will meet your needs, please obtain the quote and enter the information in CBS for purchase. If these models do not meet your needs, please contact Guy Reisenauer to obtain a quote and then enter the information in CBS. University discounted prices are also available on some computing equipment.

If you need an **Apple computer or device**, please contact prosser.purchasing@wsu.edu. We will work with the WSU CoreTech Store, the authorized Apple campus store. <https://coretech.wsu.edu/> CoreTech typically provides a rapid turnaround, with items shipped within a few days.

Laptop computers are required to be coded to object 16EB and to include a WSU inventory tag.

Contracts/Agreements – No WSU employee is allowed to engage in a contract between WSU and another business unless they have Contractual Delegation that has been issued by the President. All contracts/agreements need to be emailed to prosser.purchasing@wsu.edu.

A contract/agreement is any document that you are asked to sign on behalf of WSU that can include, but not limited to, promises to do something for the other in exchange for a benefit.

Lead time – Based on the scope of the contract it can take up to three months to process. Please allow sufficient processing time. The contracts office is unable to “rush” the process.

Comdata Cards – Is used to purchase fuel only for a specific vehicle (license plate will be indicated on the card). If the card indicates “Generic” it can be used for other vehicles and must be logged on the check-out sheet from the card custodian. A “Generic” Comdata card is available to be check out from the reception desk for University travel. A receipt is required along with a budget number once the travel is complete.

Comdata receipts from project vehicles are due by the 5th of every month and will be charged to the default account budget if the receipts are not turned in by the due date.

E – K

Equipment Purchases – All large equipment purchases (i.e. freezer, cooler, etc.) must be discussed with the Facilities Manager prior to placing an order. The Facilities Manager can determine if existing space, electrical, plumbing, etc., will be sufficient for the proposed purchase. Modifications to facilities to accommodate any major purchase will be at project expense.



Prior approval for 09A & 10A funds - Email prosser.purchasing@wsu.edu with the following information to receive approval prior to purchase.

Equipment is defined as: *Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.*

- Faculty member's name and department
- WSU account number for purchase
- Description
- Approximate cost
- Purpose
- Will the equipment be used in a service center (now or in the future)?

Ethanol – Can only be purchased through Prosser Purchasing/University Stores. If an order needs to be placed, please enter it into CBS.

First Aid Kits and Supplies – First aid kits should be available in all labs and vehicles. The kits must meet the requirements of the [SPPM 2.42](#) and kits in compliance with the SPPM are available for purchase from University Stores. To purchase, enter your order into CBS. We are not allowed to stock the first aid kits with any medications such as aspirin, ibuprofen, etc. without approval from the Environmental Health & Safety Office.

Food – Meals and Light Refreshments ([BPPM 70.31](#)) – A Request to Serve Food (RTSF) form is used to request permission to pay for meals or light refreshments served at a University training session or meeting. The responsible Chair or Director must sign the RTSF form at least 5 working days before the event. Attach the RTSF to the invoice for payment or to your p-card packet and indicate the form is attached in the note field. If paying with the following type of funds, a form is not needed – 03A,03C, 06I, 09G,15A,15T, 16A, B, G ,P, H, 17A,17C, F, G, K, S.

BEO's (Banquet Event Order) provided by caterers are to be emailed to prosser.purchasing@wsu.edu for further review of terms and signature. (see Catering)

Gempler's – Prosser Purchasing receives free shipping from Gempler's. To utilize this service, please enter your order into CBS.

Inventory- University property may not be used for private purposes. If equipment is moved to a new location or moved off campus for the completion of official business (over one week), transferred, or desire to sell, please email prosser.purchasing@wsu.edu.

Surplus Stores is the only WSU department authorized to surplus University items to non-WSU entities and to dispose of University property.



Inventory tags are to place on a clean area preferably near the manufacturer's name plate or on the back of a computer. If the tag cannot be attached, please request to have the inventory number etch on the piece of equipment or if you are missing a tag, please contact Prosser Purchasing.

Fabricated Equipment- comes about when the equipment does not already exist or additional functionally needs to be added to an existing piece of equipment. Certain criteria must be met in order to fabricate equipment. See [40.12](#)

Please forward the following information including:

- Purchase order numbers
- Purchasing card transaction numbers
- Charges from any WSU departments

Property Inventory issues an inventory number tag and continues to add purchase costs until the piece of equipment is finished. It is recommended that the inventory number be added in the comment section on all purchase orders and purchasing card transactions in order to help capture all costs.

Invoices – All invoices must contain both the Vendor's name and remittance address and must be itemized, totaled and billed to WSU. All invoices should have a PO listed if not being paid with a p-card. Items purchased should be shipped your work location.

IT Purchases – The University provides access to Microsoft Office 365 (MS suite + One Drive), anti-virus protection, Adobe Creative Cloud, etc.

The following items are duplicative and disallowed for purchase regarding of funding type.

- Dropbox
- Google Drive
- Norton Anti-Virus
- Survey Monkey

If you believe a unique IT application must be purchased in support of your program, a request for exception can be sent directly to CAHNRS Assistant Director of Operations & IT Bill Bonner (bbonner@wsu.edu), with a cc: to prosser.purchasing@wsu.edu. The item should not be purchased until Bill has reviewed the request. In his review, Bill will consider issues such as:

1. Does the request identify a differentiating feature(s) between University provided tools and the service they are wishing to purchase that is needed for his/her work?
2. Is the IT application/software in compliance with institutional policies, such as [Executive Policy 8](#) (data storage/availability)?
3. Does the user agreement meet the University's requirements?

L – Q



Lab Gas – WSU Prosser IAREC has a state contract with A –L Compressed Gases. Lab gases can be ordered, refilled, or picked up by emailing prosser.purchasing@wsu.edu. The tanks will have a re – occurring demurrage fee that will be charged to a default budget each month.

If you move a tank from one location to another, you are required to inform prosser.purchasing@wsu.edu of the new room location. To avoid being charged for a “lost” tank, please keep Prosser Purchasing updated of your tanks at all times if moved, loaned, borrowed, etc.

Labor-All (non-employee) Labor is subject to prevailing wage. Determining prevailing wage can be complicated and is classified as complex purchase. All complex purchases should go to prosser.purchasing@wsu.edu. *See also prevailing wage

Liquid Nitrogen – Is available for use in lab 122. All users are required to log the amount used in the logbook provided in the lab.

Office Depot – Contract pricing is available if you place your order through Prosser/IAREC into CBS.

Paper (Recycled Only) – Per the [BPPM 70.37](#), we are required to purchase 100% recycled paper for all white paper used for printer, copiers, etc. Type in “100% recycled” in the search field when looking for paper and it should bring up all that are available. Please view the BPPM for usage of all other types of paper. Purchased with a p-card, please indicate paper usage on the reconciliation report for auditing purposes.

Prevailing Wage- The determination of a workers prevailing rate of wage depends on the nature of work performed, regardless of the worker’s job title. Public work is all work, construction, alternation, repair, or improvement that is executed at the cost of the state or any other local public agency. This includes but is not limited to demolition, remodeling, renovation, road construction, electrical, HVAC, plumbers, refrigeration, roofers, sprinkler, irrigation, and water pump installers. You can view prevailing wage rates on the State Department of Labor & Industries website:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

Prevailing wages are established by the State Department of L&I, for each trade and occupation employed in the performance of public work.

A purchase order is required for all labor that is subject to prevailing wage. Obtain a quote including detailed scope of work from the vendor and enter into CBS.

Purchasing Card (P-Card) – ([BPPM 70.08](#)) To obtain a p-card, an application is completed through Prosser Purchasing. A p-card must be reconciled by a trained reconciler each month. All charges from the prior month must be reconciled and a full p-card packet (receipts, p-card report, bank statement) turned into Prosser Purchasing office for review and audit. The full p-card packet should be turned in *within a month of when the bank statement is available online*. P-card packets are not to exceed 60 days from date of purchase. P-card packets are reviewed by the Prosser Purchasing office and the Authorized Official (Administrative Manager or other) to verify accuracy, completeness, and allowability of all purchases. Detailed reconciliation reports help ensure purchases are processed and approved without



issue by Accounts Payable in Pullman. P-card questions can be emailed to prosser.purchasing@wsu.edu or the current AO.

If you have not purchased any items on your p-card in a given month, please email prosser.purchasing@wsu.edu to indicate no purchases were made or print a reconciliation report, indicate no charges, and place in p-card box in Prosser Purchasing office.

Purchase Orders – All purchases not made on a p –card are required to have a purchase order. Enter the purchase request into CBS and request for a PO to be issued in the note field.

Note: A purchase order is required for all work that is subject to prevailing wage.

Purchases over \$10,000 – Any purchases over \$10,000 are required to go out to bid and processed through Prosser Purchasing. Email prosser.purchasing@wsu.edu

- **Informal Bids** – a possible alternative of going out to bid would to obtain three quotes that are matching and enter into CBS. *quotes must meet the state requirement for Women/Minority owned business.
- **Sole-Source Justification** – A purchase of goods or services which is clearly and legitimately limited to a single source of supply may be ordered without competitive bidding if one of these three criteria is met:
 - Special Features are required,
 - Special Market Conditions exist,
 - Special Services or Facilities are required.

These criteria are established by statute and must be documented by a signed memo from end user of the requested equipment. Please email prosser.purchasing@wsu.edu for guidance in writing a Sole-Source Justification.

R – Z

Renting Non-Public Facilities for Meeting (non-WSU) – Please email prosser.purchasing@wsu.edu if you are interested in renting a non-public facilities location (*even if fees are waived*). The purchasing office will have you complete the required [SAAM 10.10.55 Form](#) (Justification for use of Non-State Facility) and a [Contract Review Sheet](#). Forward both forms along with a quote or copy of an UNSIGNED contract to prosser.purchasing@wsu.edu. **Employees are NOT allowed to sign any contracts.** Failure to follow the policy and procedures can leave you personally liable for all costs of the rental. Lead time for contracts to be processed can be from 4 to 8 weeks.

If the space is a public facility, (federal, state, county, PUD, or city Owned), please complete ONLY a [Contract Review Sheet](#) and forward along with quote or copy of an UNSIGNED contract (*even if fees are waived*) to prosser.purchasing@wsu.edu.



Surplus – If you have an item that you wish to surplus, please enter the item into the [portal](#). The inventory item will be assigned for pick up. If the item is large, it might not be picked up till the next scheduled surplus date. Contact Prosser Purchasing if further assistance is required.

Technology Contracts – examples would be websites design, phone applications, software development, etc., email prosser.purchasing@wsu.edu to have an “Information Services (IS) Review Questionnaire for Technology Contracts and Purchases” form forward to you. Email the complete form with a copy of the scope of work to be completed. Technology contracts can be required to bid. Technology contracts can be subject to a 90 day or more lead time.

University Stores – Provides supplies for resale to WSU Labs, Departments, and Facilities Services. Example of purchases: Electrical, First Aid, Hardware, Safety, First Aid kits and refill supplies, Lab supplies, Chemicals, Gases, Molecular, and Alcohol. Visit <http://supplymgmt.wsu.edu/ustores/> to view catalog. Orders can be placed through CBS.

Vehicle Accidents – Are to be report to Prosser Purchasing with 48 hours of the incident. Please obtain WSU inventory number and license plate from the vehicle. The driver will need to bring their driver’s license to complete the accident report.

Vehicle Purchases- email prosser.purchasing@wsu.edu for further assistance in purchasing a vehicle.

- Purchase a new vehicle on state contract
- Purchase a used vehicle from dealer
- Purchase a used vehicle from WSU surplus
- Purchase a used Federal own vehicle

Vehicle Windshield Damage & Repairs – An accident report should be done at the time of the windshield crack/chip or within 48 hours. Please go to the purchasing office to complete an incident report. If the vehicle is insured, the windshield repair or replacement will be covered in full.

Water – Water Bottles are not allowed to be purchased with a p-card if potable water is available. Exception would be if conducting a field tour and provided water bottles during the tour. You will need to include the explanation in the note section when reconciling.

WSU Trademarks & Licensed Merchandise – If purchasing an item with WSU logos, marks, artwork, symbols, nicknames, letters, and/or words, you must use an approved vendor with [Trademark Licensing](#). If the vendor is not listed, email logolicensing@wsu.edu to see if you can obtain a one-time approval. If paying with your p-card for the transaction, you will need to include the approval and make note of it when reconciling.