1.0 Purpose

To define the methods and procedures for purchasing goods, equipment, supplies and routine services from outside suppliers.

2.0 Limitations and Requirements

2.1 Institutions of higher education are granted the independent authority to the purchase goods and services they require. RCW 28B.10.029

2.2 State institutions are limited to purchasing goods, equipment, supplies and routine services that are properly authorized and for official business use only.

2.3 The Purchasing Department has the exclusive authority to create a binding financial commitment to a supplier. See Administrative Procedure 1.40.01-A Delegation of Authority

2.4 The Purchasing Department complies with the operational requirements of RCW 39.26.005 through RCW 39.26.900 inclusive in the fulfillment of its duties.

2.5 The Purchasing Department manages and directs the operation of various credit card programs in the fulfillment of its duties. See Administrative Procedure 5.30.05-G Purchase and Travel Cards.

3.0 Purchase Requisitions

3.1 Purchase requisitions are internal documents prepared in an automated processing system that when properly executed within the appropriate administrator’s signature authority and approved by the appropriate budget officer, authorizes the Purchasing Department to procure the desired materials or services.

3.2 Purchase Requisitions are processed by the Purchasing Department in the preparation of Purchase Orders. It is improper to represent them to outside parties as authorization to make a sale.

3.3 CCS employees may not receive materials or services, or otherwise attempt to make a binding financial commitment to a supplier, before the issuance of a Purchase Order by the Purchasing Department.

3.3.1 The only authorized exceptions are the proper use of a procurement card (P-Card) or approved petty cash voucher.

3.3.2 It is the responsibility of the P-Card user to determine whether his/her proposed supplier will accept a P-Card.

3.4 CCS employees who violate these procedures are personally responsible for the payment of costs resulting therefrom or the return of such materials to their sources. Employees may be subject to further disciplinary action for such occurrences.
4.0 Purchase Card (P-Card)

CCS has established a Visa P-Card program that allows authorized employees to make expedited purchases and reduce transaction processing costs. Purchase cards are to be used within the same statutes, rules, policies, and procedures as purchases by any other means of payment. See Administrative Procedure 5.30.05-G Purchase and Travel Cards.

5.0 Petty Cash Reimbursement

5.1 With prior administrative approval, minor purchases for urgent needs may be made with personal funds and submitted for reimbursement. Food served as a meal or light refreshment may be reimbursed if the appropriate authorization forms are submitted with the requisition for reimbursement.

5.1.1 Purchases up to $100 may be submitted on an Internal Requisition form.

5.1.2 Purchases above $100 may be submitted on a Purchase Requisition showing the employee to be reimbursed as the vendor.

5.2 All petty cash purchases must be supported by original itemized receipts.

5.2.1 Photocopies are not acceptable due to potential duplicate payments.

5.2.2 Do not mix personal purchases with reimbursable items on the same receipt.

5.3 The following items may not be purchased with petty cash:

5.3.1 Alcohol (unless for cooking purposes within culinary or restaurant courses)

5.3.2 Business cards

5.3.3 Cell phones and accessories

5.3.4 Computer software and accessories

5.3.5 Gifts

5.3.6 Hazardous chemicals

5.3.7 Personal or client services

5.4 Due to the cost of processing small reimbursement checks, employees are encouraged to obtain and use a P-Card in lieu of petty cash reimbursement whenever possible.

6.0 Online Office Products System

CCS participates in a group purchasing organization (“GPO”) office products contract. Authorized staff may order supplies through an online system.

6.1 The Purchasing Department administers the online system, opening log-on accounts for authorized employees and providing training.

6.2 Administrators may elect to use a P-Card for payment of office products or may establish a budget approval hierarchy for processing electronic orders. By July 1, 2013, all employees will use P-Cards for payment.

6.3 Certain items on the website catalogue, such as furniture or computer equipment, may appear as “restricted items.” To purchase a “restricted item,” prepare a purchase requisition with the item number and forward it to the Purchasing Department to be processed.
6.4 The GPO office products contract was negotiated in good faith with suppliers to include all of CCS’s requirements. Employees who wish to make purchases from other suppliers to take advantage of sale prices or special requirements must obtain the prior approval of the CCS Purchasing Manager.

7.0 Delegated Authorities

7.1 The Purchasing Manager delegates his authority for procurement activities regarding textbooks for classroom use and other merchandise for resale to the Director of College Stores and designees/subordinate staff.

7.1.1 The Director of College Stores may utilize such independent electronic purchasing systems, including the issuance of purchase orders to suppliers, as appropriate.

7.1.2 The Director of College Stores may only purchase fixtures, consumable supplies, equipment and all other commodities not for resale in accordance with the other provisions of this administrative procedure.

7.2 The Purchasing Manager delegates his authority for procurement activities regarding automotive parts and related special installation tools, such related special installation tools not to exceed $5,000 in value and further, such automotive parts and related special installation tools being necessary for the execution of “live work orders” or reasonable inventory thereof, to the Dean of Technical Education, Spokane Community College and designees/subordinate staff.

7.2.1 The Dean of Technical Education, Spokane Community College may utilize such independent manual or electronic purchasing systems, including the issuance of purchase orders to suppliers, as appropriate.

7.2.2 The Dean of Technical Education, Spokane Community College may only purchase fixtures, consumable supplies, equipment and all other commodities not for resale in accordance with the other provisions of this administrative procedure.

8.0 Emergency Purchases

“Emergency” requirements must be submitted to the CCS Purchasing Manager for proper processing in compliance with Washington State law. The Office of Financial Management and the State Auditor’s Office have specifically ruled that a failure to plan does not constitute an emergency.

8.1 A true “emergency” purchase exempts CCS from following competitive bidding statutes and other regulations and requires the Chancellor to submit written notification to the director of the Department of Enterprise Services within three (3) business days of the emergency purchase.

8.2 “Emergency” is defined as “…a set of unforeseen circumstances beyond the control of the agency that either (a) present a real, immediate, and extreme threat to the proper performance of essential functions; or (b) may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.” RCW 39.26.130(3).

8.3 Effective January 1, 2013, emergency purchase documentation must be filed using an electronic reporting system managed by the Department of Enterprise Services. To accomplish this purpose, the responsible administrator from the appropriate department shall submit such information as required to the CCS Purchasing Manager who will complete the electronic filing. RCW 39.26.130(1).
8.4 Effective January 1, 2013, emergency purchase documentation must also be posted on the public CCS website. The CCS Purchasing Manager shall maintain a separate page within the Purchasing Department section of the public CCS website for this purpose. Department of Enterprise Services policy DES-130-00.

9.0 Purchasing Procedure Violations

Purchases are to be made consistent with CCS and state procurement policies and procedures at all times. When an employee violates proper purchasing procedures, it becomes his/her personal responsibility to pay for the item or service. If the individual cannot, or will not, pay for the item or service, it is the employee’s responsibility to:

9.1 Contact the vendor and make arrangements to return the product, or cancel the service.

9.2 The transaction will not be considered a valid CCS purchase, and CCS will not be responsible for payment.

9.3 The employee may be subject to further disciplinary action.

10.0 Related Information

10.1 Administrative Procedure 1.40.01-A Delegation of Authority

10.2 Administrative Procedure 5.30.05-G Purchase and Travel Cards

10.3 CCSnet Purchasing web page, Credit Card Programs

10.4 RCW 28B.10.029 Property purchase and disposition

10.5 Chapter 39.26 RCW Department of Enterprise Services

10.6 OFM SAAM Purchase Cards

10.7 DES Policy #DES-130-00 Emergency Procurement/Purchases

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