**WALLA WALLA COMMUNITY COLLEGE**

**PURCHASING GUIDELINES**

**ADMINISTRATIVE POLICY XXXX**

1. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) Purchasing Department assists staff and faculty in purchasing goods and services to support the college's mission. WWCC Purchasing Guidelines follow established Washington State rules and this local policy is necessary to ensure proper adherence for liability mitigation.

1. AUTHORITY

Institutions of higher education’s purchasing is governed by State Law [RCW 28B.10.029](https://app.leg.wa.gov/rcw/default.aspx?cite=28B.10.029), Property purchase and disposition and Independent Purchasing Authority, [RCW 39.26.125](https://app.leg.wa.gov/rcw/default.aspx?cite=39.26.125), Competitive Solicitation Exceptions, [DES-125-03](https://des.wa.gov/policies-legal/direct-buy-procurementspurchases-des-125-03), Direct Buy Purchases, [DES-140-00](https://des.wa.gov/policies-legal/sole-source-contracts-des-140-00), Sole Source Policy and [Executive Order 22-01](https://governor.wa.gov/office-governor/office/official-actions/executive-orders), Equity in Public Contracting

1. SCOPE OF POLICY

This policy applies to all WWCC employees.

1. DEFINITIONS

DES – Department of Enterprise services

WIPHE - Washington Institutions of Public Higher Education

NASPO - National Association of State Procurement Officials

COOP – Cooperative Purchasing Group

RCW – Revised Code of Washington

WEBS - Washington Electronic Business Solutions

PR – Purchase Requisition

1. POLICY

State of Washington and Federal purchasing rules require that purchases over the Direct Buy Limit ($10,000) be competitively solicited in the absence of a contract, funding source mandate, exemption or a sole source justification (RCW 28B.10.029). The Purchasing Manager, with input from the requesting department, is responsible for issuing competitive solicitations.

**Direct buy 0-$9,999:**

$9,999 and under. Departments may place orders with third-party suppliers without prior approval of Purchasing Manager. A Purchasing Requisition (PR) is required for purchases over $3,000 or for IT equipment. Exceptions to the PCard limit may be granted by the purchasing manager on a case-by-case basis. ***Only the President or his designee*** has the authority to sign contracts for goods and services. This includes signing any quote that would obligate the College to any payment terms outside our standard net 30 terms.

**Between $10,000 and $29,999**. Departments must check for a DES Master, WIPHE, NASPO Contract or a state approved COOP agreement (contact purchasing for assistance).

\*Small and Veteran owned vendors may be used for purchases under $40,000.

**Between $30,000 (\* $40,000) and $99,999:**

Informal Competition. The Purchasing Department will work with departments to issue an informal solicitation to find qualified suppliers. If the solicitation is not advertised via WEBS, WWCC Purchasing Department must include at least one minority **and** one woman owned business certified by the State Office of Minority and Woman Business Enterprise (OMWBE) in the solicitation process. (RCW 28B.10.029(c)(iii))

**Over $100,000:**

Formal Competition. The Business Office, with input from the requesting department, will issue a written solicitation and advertise via WEBS.

**All software and technology equipment MUST be approved by IT before purchase.**

In keeping with the State Equity in Public Contracting Executive Order 22-01, WWCC intends to award contracts under $150,000 to the responsible and responsive Washington Small or Veteran bidders for procurement opportunities with the college wherever possible.

**Policy Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by (Department/Body):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Originally Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Reviewed/Revised on**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_