

## CCS Administrative Procedure

### 5.30.05-F Purchasing Goods, Equipment, Supplies and Routine Services

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Implementing Board Policy [5.30.05](#)  
Contact: Procurement Manager, 434-5325

#### 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 P-Card 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 Cards.
- 2.6 All contracts, including those under a federal award, must be entered into pursuant to competitive solicitation, except for direct buy purchases. See RCW 39.26.125.
- 2.7 When procuring property and services under a Federal award, CCS must follow the same policies and procedures it uses for procurements from its non-Federal funds (2CFR §200.317).
- 2.8 When procuring property and services under a Federal award, CCS must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, CCS must make independent estimates before receiving bids or proposals. See [2 CFR §200.324\(a\)](#).

#### 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).

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 Telework Purchases**

In order to support teleworking arrangements and the CCS Commute Trip Reduction (CTR) program, approved purchases may be made for employees use for official duties to ensure an appropriate working environment. The purchases may include, but not be limited to hardware (PC/laptop, mouse, keyboard, webcam, microphone), software, and supplies. Any purchases made for teleworking arrangements must follow established purchasing and Pcard procedures.

**5.0 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 Cards.

**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 Expense Accounting Supervisor administers the online system, opening log-on accounts for authorized employees and providing training.

**6.2** All Administrators will use P-Cards for payment of office products.

**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 Procurement Manager

**7.0 Delegated Authorities**

**7.1** The Procurement Manager delegates his/her 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.

7.1.1 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.

- 7.1.2 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 Procurement 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 Procurement 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 Procurement 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](#)
- 10.8 Administrative Procedure [2.00.01-C Telework](#)

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