

Central Washington University

Electronic Procurement Policy

Department with primary responsibility: Sustainability Office

Effective Date: 5/27/2026

Sustainability Office, Computer Support Services, Contract Purchasing & Surplus

POLICY SUMMARY

The Electronic Procurement Policy serves as a guideline for CWU faculty and staff to be aware of current practices for school-funded device purchasing. While this policy exclusively handles electronic purchases, plans to standardize a campus-wide purchasing request process across all departments will help aid in improved data reporting and consolidation. This process will help support CWU's goal of implementing financial, environmental, and social improvements to the University's purchasing infrastructure.

Policy Scope

This policy is limited to electronic purchases, as the statistical framework followed (EPEAT) does not oversee food, office supplies, or chemical products. For the sake of simplicity, this document will focus on purchasing requests expectations for laptops, desktops, monitors, tablets, iPads, and TVs.

This policy also aims to clarify request communication between Computer Support Services, Contracts & Purchasing, and campus faculty and staff about the current accessible electronic resources on campus. Future implementation aims to provide consistent data tracking of purchasing request to better monitor purchasing emissions, and better automated systems for easy purchased inventory reporting.

REASON FOR POLICY

In Winter 2025, CWU scored 0 out of 9 for the AASHE Stars procurement guidelines. This highlights CWU's limited procurement standards across campus, and our lack of data reporting infrastructure for upstream procurement or disposal processes. This can create oversupply issues of electronics, and thus exacerbate the consistent surplus stock of electronic devices. By standardizing this process, we can reduce the overall costs of purchasing requests, while alleviating the stress of electronic disposal of surplus devices.

This policy will also create a central directory for purchasing requests. Currently, Computer Support Services - hereafter referred to as CSS – processes and facilitates all electronic purchase requests. Requests are submitted via TeamDynamix software which are then manually added

through CSS's PeopleSoft system. This is a manual process for CSS staff, as the current purchasing ticket system through TeamDynamix does not directly integrate requests into their PeopleSoft purchase inventory. Awareness of this factor can help pave the way for future projects that wish to aid in improving CSS automated systems.

Constraints

Current constraints for this policy include limited funds for implementation, and limited employee access for operational implementation and maintenance. The expectation for policy success comes from clear implementation on CWU websites about how to access this policy. Clear labeled as well as future plans towards other procurement policies and improved ticketing systems. This policy currently acts as a reference guide for what sustainable procurement will look like moving forward and the steps needed to take for complete implementation, and plans to end up on CWU purchasing and sustainability websites.

POLICY STATEMENT

1. Standardized Request Systems

All departments that wish to procure technology must submit their requests via TeamDynamix ticketing submission found on the e-purchasing CWU website. This is to ensure proper data consolidation of purchase requests.

2. Refurbished Device Expectations

Any faculty or staff members who request currently stocked or surplus electronic devices will be directed towards the Surplus Office for the refurbished device collection.

3. Prioritizing EPEAT Standards to Reduce Overall Equipment Life Spans

CSS is not currently bound to prioritizing EPEAT Gold approved devices if a cheaper equivalent can be purchased. Prioritization of frameworks such as EPEA help report CWU's reduced overall electronic consumption and shifting to products with reduced product lifecycle impacts.

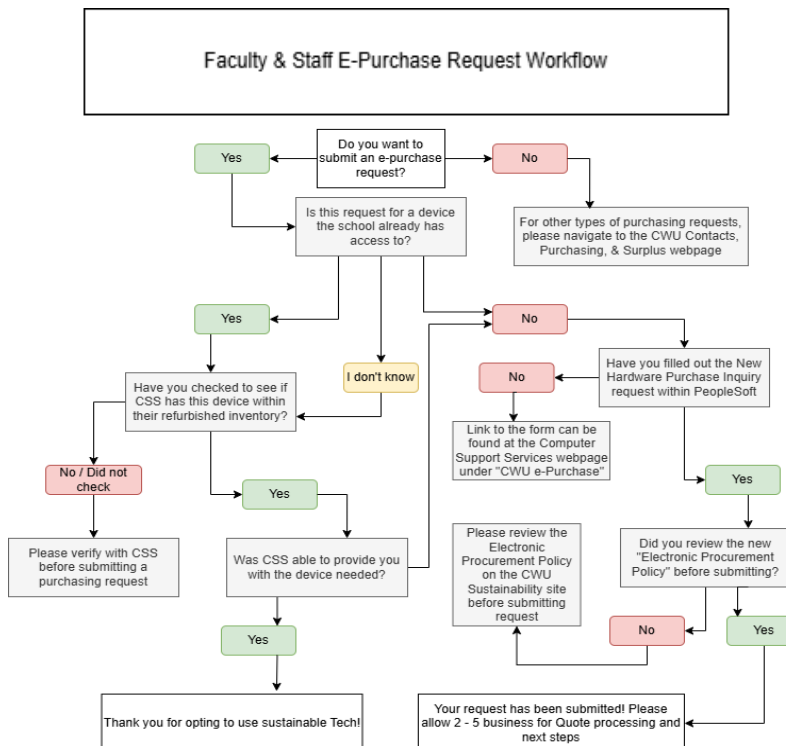
4. Laying Foundations for Future Improvements

Continuously improved sustainable purchasing practices will help aid in improving CWU's procurement reporting and purchasing information silos that can be found within all departments. This guideline plans to serve as a model of sustainable purchasing for future purchasing vendors and suppliers.

EXPECTATIONS MOVING FORWARD

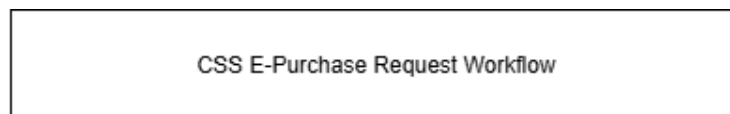
Faculty & Staff Administration

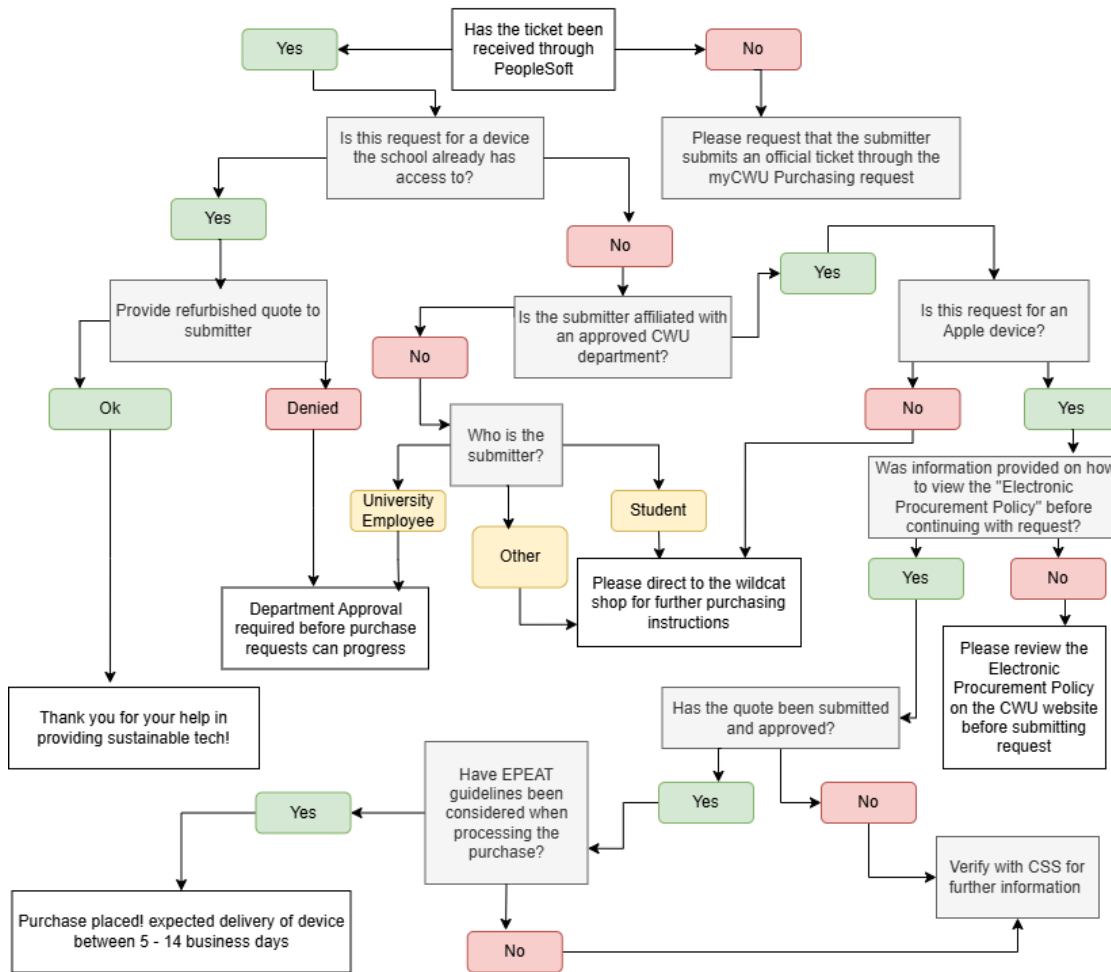
Faculty and Staff have an expectation to review and follow the proper purchasing policies as laid out by the TeamDynamix e-purchase form. Future implementations plan for the Procurement Policy to be a document that can be reviewed within this form, and signed off on. This is to ensure that faculty agree to first prioritize refurbished technology rather than immediate purchases and to approve data reporting of purchasing requests. The Sustainability office & CSS will collaborate with campus offices, officials, and employees to address approved accessible technology accommodations for faculty, staff, administrators, and students. Below is the updated request workflow under this new policy.



CSS

CSS handles approving purchase tickets, reviewing quotes, placing purchases, handling vendor communication, and connecting new devices to the CWU network. This process takes time, and limited reporting tools outside of PeopleSoft and TeamDynamix can make clear communications between departments and staff difficult. Below is the current CSS request workflow that can be referred to when needed. This workflow can help lift expectations off of CSS for purchasing updates questions, or concerns, and give faculty and staff clear instructions for what to expect when purchasing a device through the institution.





DEFINITIONS

EPEAT: Stands for “Electronic Product Environmental Assessment Tool”, is a globally recognized rating system that evaluates electronic products such as computers, displays, mobile devices, and imaging equipment. This is done through a standardized set of environmental and sustainability criteria. Products are assessed across their full lifecycle, from design and manufacturing through end-of-life management, and are awarded a rating of Bronze, Silver, or Gold based on the number of required and optional criteria met. EPEAT registration serves as a reliable indicator that a product has been designed to minimize its environmental impact, including reductions in hazardous materials, improved energy efficiency, and responsible recycling provisions.

AASHE Stars: A comprehensive framework developed by the “Association for the Advancement of Sustainability in Higher Education” for colleges and universities to measure their sustainability performance. STARS provides a structured approach for institutions to assess sustainability efforts across four main categories: Academics, Engagement, Operations, and Planning & Administration. Through participation, an institution can earn a STARS Bronze, Silver, Gold, or Platinum rating, or the STARS Reporter designation, based on the number of points achieved. Participating institutions are required to report at least every three years.