

## CONTRACTS

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Generally speaking, a contract is **required** for services over \$10,000 and **may be required** for services under \$10,000. The university's "Standard Agreement Form" is available on the Contracts Office website and can be used in many cases where a contract is required. With a few limited exceptions, all contracts for the procurement of goods or services, whether or not using the Standard Agreement, must be reviewed and officially approved by the Contracts Office prior to being signed on behalf of the university. Only selected university officials may sign contracts on behalf of the university. The current list of employees with contracting authority can be found in CWUP 2-10-170.

Contact the Contracts Office at 963-2324 with any questions you may have about the contracting process at CWU.

## ON-SITE WORK/INSURANCE REQUIREMENTS

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Under a variety of circumstances, outside vendors are required to provide evidence of commercial general liability insurance and to name the university as an additional insured to the vendor's insurance policy in order to be permitted to conduct business on university property.

## NEW EMPLOYEE RELOCATION EXPENSES

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If a hiring department chooses to do so, the State of Washington allows agencies to assist newly hired or transferred **permanent** employees with relocation expenses. Payment of expenses is normally limited to executive, professional, or administrative personnel in supervisory positions, or other personnel having both

executive and professional status. The Washington State "Moving Expense Regulations and Guide" located online at: <http://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/EmployeeMovingGuide.pdf> explains what types of expenditures are allowed.

## EMPLOYEE REIMBURSEMENTS

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University employees may make **allowable** purchases and be reimbursed through the MyCWU Travel and Expense System. See the Petty Cash Procedures for allowable types of purchases. Submit a reimbursement request online through MyCWU here: *Main Menu>Financial Management>Employee Self-Service>Travel and Expenses > Expense Reports.*

## CONFLICT OF INTEREST

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Employees of Central Washington University who act on its behalf have an obligation to avoid activities or situations which may result in a conflict of interest or the appearance of a conflict of interest.

## VENDOR SELECTION

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The Purchasing Office welcomes suggested vendors on all requisitions; however, the final selection is the responsibility of the Purchasing Office. It is important that no commitments, express or implied, be made to vendors before all material and service requirements are finalized via a signed contract or purchase order.



CENTRAL WASHINGTON UNIVERSITY

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## CONTRACTS & PURCHASING OFFICE

VISIT OUR WEBSITE

<https://www.cwu.edu/contracts/>

E-MAIL

[purchasing\\_office@cwu.edu](mailto:purchasing_office@cwu.edu)

CALL

963-1001 (Purchasing)  
963-2324 (Contracts)

FAX

963-2871

Contracts & Purchasing Office  
400 East University Way  
Ellensburg, WA 98926-7480

Campus location  
Mitchell Hall, 2<sup>nd</sup> Floor



Reduce, Reuse, Recycle

## AUTHORITY TO PURCHASE

The State of Washington delegates purchasing authority to the Central Washington University Board of Trustees. The Board of Trustees delegates purchasing authority to specific positions within the university. Only individuals in those positions are authorized to make purchases on behalf of the university.

**Unauthorized purchases by individuals may result in personal liability for the purchase cost.**

## HOW TO SELECT PRODUCTS AND SERVICES

First, check the Purchasing website or discuss your needs with a buyer. The university may have a standard method of buying the item or service that you need.

If you plan to work directly with vendors, contact more than one vendor whenever possible. Give the same information to all vendors. Compare product quality, utility, warranty, service capability, freight charges, return policy, and price. *Do not indicate any promise to purchase.*

NEVER accept payments or gifts, and contact Purchasing before accepting any samples. A contract is required prior to any demo equipment being placed on campus, so call the Purchasing Office first.

## HOW TO INITIATE A PURCHASE

**On-Campus Resources**—Many goods and services are available from on-campus sources:

- Computer-related items (IS, x2001)
- Facilities work orders (Facilities, x3000)

- Media productions and graphics (Public Relations and Marketing, x1493)
- Mailroom services (Mail Services, x1807)
- Meals and light refreshments for meetings (Catering Services, x1302)
- Paper, envelopes, duplicating, laminating (Wildcat Printing, x3685)
- Telephone equipment (IS, x3425)
- Used equipment (Surplus & Asset Management, x2157)

On-campus departments charge the department directly. Contact the appropriate department to purchase these goods and services.

**The Purchasing Card**—The purchasing card is to be used for **allowable** purchases under \$5000. The card is a quick, flexible method of obtaining low-cost items. Application instructions and program details are available at the website.

**The Purchase Requisition**—A purchase requisition is required for most purchases not made on the purchasing card. Submit the requisition online, through MyCWU, to initiate a purchase order.

## SALES TAX

The university is not exempt from paying state sales tax. Goods used in this state are subject to either sales tax or use tax but not both. For purchases made out-of-state where no sales tax is charged, the State of Washington will assess a use tax. Therefore, all purchases shall have applicable sales/use tax applied to their order.

## COMPETITIVE PROCUREMENT REQUIREMENTS

**Purchases Under \$10,000**—The Purchasing Office may request quotes at its discretion.

**Purchases Between \$10,000 and \$100,000**—In most cases, state law requires that the university solicit quotes. The law also requires at least one quote from a minority-owned and one from a woman-owned business if available. Other state requirements may apply, depending upon the type of procurement.

**Purchases Over \$100,000**—A formal bid process, including advertising, is generally required.

## EMPLOYEE VS. INDEPENDENT CONTRACTOR

Contact the Purchasing Office to receive proper direction before purchasing services.

Generally, when someone is hired to perform a service under the direction and supervision of a university employee, it is considered an employer/employee relationship. Arrangements for payment in these instances should be made through payroll. If services are of a specialty nature, requiring the expertise of an individual who is working independently, then usually this is considered an independent contractor relationship and a competitive search may be required.