

# WSU Supplement Handout for

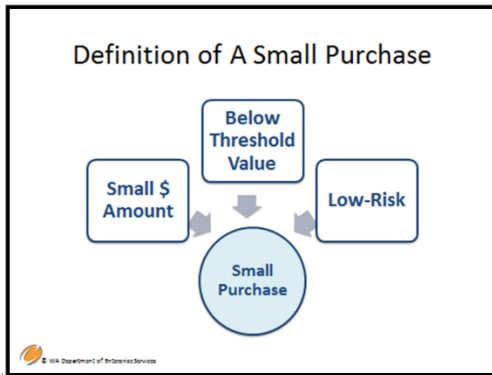


## Small Purchases Participant Workbook

This handout provides information for WSU employees authorized to use purchasing card and/or department orders for small purchases.

### Small Purchase Threshold at WSU

Slide 8 – Definition of a Small Purchase




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#### **WSU threshold value is \$10,000.**

At WSU, purchases allowable for PCard and Department Order are considered low-risk.

**Low-risk:** With the exception of office supplies, the examples suggested by instructor are not typically appropriate for WSU PCard or Department Order.

#### **A few WSU examples of low risk purchases:**

Laboratory and instructional supplies, office supplies, computing equipment, food, publications, shipping charges, conference registration fees, memberships.

**Refer to BPPM 70.08 PCard and 70.07 Dept Order for prohibited purchases.**

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### Higher Education Procurement Delegation

At certain points in the course, instructor speaks of procurement rules that are specific to higher education. [RCW 28B.10.029](#) is the statute which has procurement regulations applying only to WA public institutions of higher education.

| DES RULE  | APPLICATION TO STATE AGENCIES   | APPLICATION TO HIGHER EDUCATION  |
|---|---|--|
| The direct buy threshold<br><a href="#">DES Rule 125-03</a>                           | <b>\$13,000</b> if vendor meets criteria of small/mini/micro business as defined in <a href="#">RCW 39.26.010 (19)(20)(21)</a> ; <b>\$10,000</b> for all other vendors. | <b>\$10,000</b> exclusive of tax & shipping; all vendors.<br><a href="#">RCW 28B.10.029 1(c)(iii)</a>  |
| It is mandatory use of State Master Contracts.<br><a href="#">DES Rule 125-03 (4)</a> | Yes, if goods/services are available on Master Contract, then mandatory.  | Not mandatory, but we may utilize the Master Contracts.<br>DES provides a <a href="#">Search Tool</a> for current contracts. Departments may contact Purchasing Services for assistance with the search as well.   |
| Cooperative use of contracts  | “Piggybacking” on other agencies’ contracts is not allowed.   | May purchase from contracts for materials, supplies, services, or equipment negotiated or entered into by, for, or through group purchasing organizations (GPOs) <a href="#">RCW 28B.10.029 1(d)</a><br>Contact Purchasing Services re availability of this type of contract for goods or services required. |

## Procurement Terminology related to Small Purchases

At certain points in the course, instructor uses terminology that may be unfamiliar to WSU employees making small purchases. Here is a crosswalk of some of those terms:

| DES  | WSU   |
|--|---|
| Purchase Order   | Department Order  |
| Spending Card, PCard   | PCard   |
| Statement of Work  | No equivalent form  |
| Field Order  | WSU Purchase Order (prefix F)   |
| Unbundling or manipulating a purchase to avoid the competitive process | Splitting orders or stringing orders to avoid need for competitive quotes or bids |