Purchasing Advisory Council

November 19, 2014
Agenda

• Announcements
  • Possible changes to direct buy level on grants (emrogers@wsu.edu)
  • Sole Source (bames@wsu.edu)
  • ME Exemption (bames@wsu.edu)
  • Food exceptions on PCard (jeff.senkevich@wsu.edu)
  • Strategic Innovation Award (lauralea.edwards@wsu.edu)
  • Contract Management System (lauralea.edwards@wsu.edu)

• Questions
Sole-Source Guidelines

• Most Common Justifications:

• Manufactured by only one source.
  • This would need to be documented
• Unique and/or proprietary features available from only one product and required for the research.
  • The feature would need to be explained along with why this was required and how other brands do not meet this requirement.
• Established protocols and continuity of research
  • An example is if you were transferring from another university or lab and your research protocols had been established with particular equipment and changing equipment would jeopardize the continuity of the results.

Compatibility with existing equipment
  • i.e. if this were an extension to a piece of equipment or system. (Would need to explain why other comparables would not work).

• *Grant named
Sole-Source Guidelines

• Memo format may be found at:
  ▪ [http://purchasing.wsu.edu/GeneralInformation aboutPurchasing.html](http://purchasing.wsu.edu/GeneralInformation aboutPurchasing.html)
  - Sole Source Justification Guidelines for Equipment
  - Additional Guidance for Sole Source Memos

• [bames@wsu.edu](mailto:bames@wsu.edu)
  - Send me an e-mail and I can forward SS Guidelines and examples.

• Feel free to contact me with questions.
Equipment Tax Exemption

• Form can be found at:
  - http://public.wsu.edu/~forms/HTML/BPPM/00_Intro_and_Indexes/04.01_Forms_Index.htm#M
    - Tax Exemption Certification

• Pay special attention to:
  - **Description of part** & “…the specific research and development or testing application of the equipment requisitioned”.
    - Most often explained by grant or research abstract