

University Standards: Controlled and Prohibited Purchases
STN-U5348.01B

Authority: POL-U5348.01 Purchasing Goods and Services Policy

PROHIBITED PURCHASES - REGARDLESS OF PAYMENT METHOD							
Good or Service	Alternative Option	Exceptions	Reason for Restriction	Policy/ Standard	Procedure	Form	
Mail Meters	Use Campus Mail Services		To avoid "contracting out" violation.		Mail Services		
Purchases for personal use	None, even if the employee plans on reimbursing University.	In emergency situations to protect the health and safety of the employee which must be documented.	Violates state ethics law.	STN-U5348.01A			
Purchases - conflict of interest between cardholder/approver and vendor	Use different vendor		Violates state ethics law.	POL-U5348.01			
Pre-payments	None	Examples of allowable pre-paid expenses: conference registrations, subscriptions.	To prevent loss of funds.				
Pre-paid phone cards	Use University line.		To ensure appropriate use of University resources and services.				
Outside facility maintenance and repair services	Requests must first go through Western's Facilities Management.		To avoid "contracting out" violation.		FDO Guide to Services		
PROHIBITED PURCHASES - USING UNIVERSITY ONECARD							
Good or Service	Alternative Option			Reason for Restriction	Policy/ Standard	Procedure	Form
Fuel - for personal vehicle	Purchase with personal funds or a University issued Corporate Travel Card and submit a reimbursement request per mile driven for business purposes.			To prevent purchase for personal use. State ethics law prohibits purchases for personal use.	STN-U5348.01A		
Purchasing goods and services from other Western Depts (e.g. Bookstore; Lockshop)	Submit a Journal Voucher			State rule			
CONTROLLED PURCHASES (Pre-Approval Required)							
GOODS	Includes	Does not include	What is required (control)	Reason for Control	Policy/ Standard	Procedure	Form
All transactions over \$3,000	Purchases outside of Western MarketPlace only	Purchases made through Western MarketPlace	Requires Purchasing Department approval.	To ensure best price review and/or competitive bid requirements are met.		Call Purchasing 360.650.3340	
Alcoholic Beverages	Must be purchased with Chart 2 funds		Pre-approval	To comply with state requirements and University policy.	STN-U1300.03B		

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CONTROLLED PURCHASES (Pre-Approval Required)							
GOODS	Includes	Does not include	What is required (control)	Reason for Control	Policy/ Standard	Procedure	Form
Ammunition; firearms; explosives	All weapons, firearms, and permanently attached accessories such as rifles, pistols, flare guns, net guns, tasers, rifle scopes, signal guns, line-throwing equipment, and animal control devices.		Approval by Public Safety	Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instruments on the university campus is strictly prohibited, except for authorized University purposes, unless prior written approval has been obtained from the WWU Police Department, or any other person designated by the president of the university.	WAC 516-52-020	Contact Public Safety 360.650.3367	
Animals	Live animals, non-preserved animal organs and tissue.		Written approval from Research and Sponsored Programs.	Compliance with federal and state research regulations.	POL-U4520.09	Contact RSP	
Artwork	Includes artwork purchased with University funds for office spaces; conference rooms		Approval by the Director of Western Gallery @ 360.650.3963.	To comply with University policy on Curating University Artwork.	POL-U4910.02		
Computer Equipment and Peripherals	Laptops, desktops, tablets, printers, servers		Purchasing Department review required.	To avoid acquiring technology that cannot be technically supported by the University.		Call Purchasing 360.650.3340	
Equipment - Used	Used equipment.		Requires Purchasing Department approval.	Quality control; use of surplus. To prevent possible conflict of interest and issues with vendors who may not be valid or quality businesses.		Call Purchasing 360.650.3340	
Food and non-alcoholic beverages	Meals and light refreshments as defined in policy purchased with Chart 1 funds and when there is no attendee fee being charged to cover the cost of the food.	Candy; Meals during travel status	Food and Beverage Approval Esign form	State rule and to ensure good stewardship of state funds.	POL-U5348.16		FRM-U5348.16A
Furniture - New	Desks, tables, chairs, room dividers, shelving, file cabinets; equipment purchased to modify an existing desk or table (ie. keyboard trays, sit/stand conversions)		Consult with the Contracts Specialist	Quality and cost control. To support continuity across campus and ensure use of contracts.		Contact Karen McKinnon	
Furniture - Used	Used furniture.		Consult with the Contracts Specialist	Quality control; use of surplus. To prevent possible conflict of interest and issues with vendors who may not be valid or quality businesses.		Contact Karen McKinnon	
Gifts	Includes gift cards. See also: Research Incentives		Pre-approval.	To demonstrate appropriate use of state funds; compliance with state constitution, IRS, and internal control regulations.	STN-U5348.01D		FRM-U5348.01E
Hazardous Materials	See EHS website "Waste Disposal"		Follow EHS guidelines.	To ensure campus safety and ensure compliance with federal and state laws.	EHS website		
Research Incentives	Includes cash and gift cards.		Pre-approval via request form.	To ensure appropriate use of research funds; compliance with human subject, IRS rules, and internal control requirements.			Request E-sign Form

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GOODS	Includes	Does not include	What is required (control)	Reason for Control	Policy/Standard	Procedure	Form
Software	Software installed on desktop, laptops, tablets and portable devices and on-line and cloud subscriptions.		Requires Purchasing Department approval. ATUS Software Services may be consulted.	To avoid acquiring software that may be incompatible with University equipment or systems; to assure that all costs are understood for acquisition, installation, hardware or server requirements, and on-going maintenance; to achieve the best value through volume purchases or site licenses when possible; to evaluate alternative products; to minimize risk and maximize understanding relative to software license terms; to comply with legal requirements and security guidelines relative to licensing and data storage.			Software Request Form
Telecommunication connection devices	Phones, data cables, hubs or switches, Wifi Access Points, and video conferencing equipment		Must order through Enterprise Infrastructure Services	To avoid acquiring devices that may be incompatible with the University network and telephone backbone. EAS must make connections active for devices to work.		Enterprise Infrastructure Services	
Telephones	Desktop, Skype headsets, and USB phones		Must order through Enterprise Infrastructure Services	To avoid acquiring devices that may be incompatible with the University network and telephone backbone. EAS must make connections active for devices to work.		Enterprise Infrastructure Services	
Domain and IP Address Space			Submit request to Purchasing Department who will obtain approval by Enterprise Application Systems prior to	To avoid acquiring services incompatible with the University's security and domain stewardship practices.		Call Purchasing 360.650.3340	
Vehicles	New and used vehicles		Contact Fleet Services in Facilities Management.	To ensure liability issues are reviewed; to ensure quality control and cost effectiveness.		Fleet Services 360.650.3420	
Wireless Devices	Cell/smart phones, pagers, satellite phones; MIFI, WIFI, and broadband.	Radios	Approval from Dean/Director and Chief Information Officer (CIO) required via esign form.	Staff needing wireless phones services to perform University duties may request a stipend. University owned wireless phones are limited and require approval by the CIO.	POL-U3000.05	PRO-U3000.05A	FRM-U3000.05B
SERVICES	Includes	Does not include	What is required (control)	Reason for Control	Policy/Standard	Procedure	Form
Cloud Hosted Services (see also Web Services below)	AWS, Azure, Google Cloud Platform		Submit request to Purchasing Department who will obtain approval by Enterprise Application Systems prior to purchase.	To avoid acquiring services incompatible with the University's identity and authentication mechanisms and services. Additionally, PIC, HIPPA, & FERPA compliance maybe necessary for these services. EAS must build authentication and firewall allowances for these services.		Call Purchasing 360.650.3340	
Graphic Design	Graphic design services outside of Western.	Graphic design performed by a WWU employee.	If a department does not have an employee that can provide the graphic design work needed, the department must first consult Western's graphic designers in the Office of Communications.	To prevent "contracting out" violations and to protect the WWU brand.		Office of Communications 360.650.3350	

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SERVICES	Includes	Does not include	What is required (control)	Reason for Control	Policy/Standard	Procedure	Form
Personal Services	Consulting services to accomplish a specific study, project, task or other work statement. (i.e. Financial analysis, strategic or environmental planning, mgmt consulting, needs assessment, research)	Does not include "purchased services." See "purchased services" description below.	Review by Purchasing Department to determine need for contract.	To mitigate liability and prevent "contracting out."		Call Purchasing 360.650.3340	
Printing, copy and duplicating	All printing related work needs to be reviewed by Print and Copy Services; they will assess if job needs to be done by a third	Does not include use of department copiers.	Must submit all printing, copy work to Print & Copy Services for review.	To prevent "contracting" out and copyright violations.		Print & Copy Svcs	
Purchased Services	The amounts expended for contractual services not otherwise specifically mentioned and not included under Personal Services (see "Personal Services" description above) or Architecture and Engineering Services. Examples: Speakers or IT services.	Does not include Personal Services. See "personal services" description above.	Review by Purchasing Department to determine need for contract.			Call Purchasing 360.650.3340	
Vehicle Maintenance	All University owned/leased vehicles.		Services to be provided by WWU's Facilities Maintenance.	To avoid "contracting out" and ensure WWU vehicles are maintained to a particular standard and to keep proper records of maintenance.		Work Control Center 650.3420	
Web Services	Purchasing domain names, i.e. URLs / Contracting out with web consultants for redesigns and new development / Development of digital maps	The purchase of internal tools (i.e. a non-employee will never interact with the tool) such as a subscription to SmartSheet	Domain name purchases must go through WebTech for approval. Consideration of hiring a consultant needs to involve WebTech from the beginning to determine viability.	To avoid "contracting out" violations. To protect the WWU brand. To ensure WWU's commitment to accessibility is met and strengthened by the purchase of web services.		WebTech	