

Faculty / Staff Purchasing Procedure - Aug 2022

1. Request purchase of item(s) with total UNDER \$5,000

Send email to sdc.admin@wsu.edu with the following information:

- a. Brief reason for purchase
- b. Part # for exact product, quantity requested, color (if applicable)
- c. Link to website or quote provide from vendor
- d. **AND Account # to charge expense:** Program, Grant or Gift number with the name included
 - i. *If this is NOT known, please "cc" your respective Program Head so that they can provide the appropriate account # and name.*

Examples: PG00001234 Barnes Special Course Fee

GR00001234 Barnes – DOE Admin Grant

2. Request purchase of item(s) with total OVER \$5,000

Send email to sdc.admin@wsu.edu with the following information:

- a. Part # for exact product, quantity requested, color (if applicable)
- b. Link to website or quote provide from vendor
- c. **AND Account # to charge expense:** Program, Grant or Gift number with the name included
 - i. *If this is NOT known, please "cc" your respective Program Head so that they can provide the appropriate account # and name.*
- d. SDC Admin will evaluate if a Requisition & Purchase Order is necessary
- e. SDC Admin will contact you to discuss orders over \$10K as a Sole Source
Justification will be required if we do not want the order to go out to bid.