



**Policy Title:** Pre-Approval of Equipment/Large Purchases on Non-Grant Funds

**Accountable Department or Unit:** Faculty and staff in all units, departments and schools or the University of Washington Tacoma are accountable for complying with this policy. Person with budgetary authority are responsible for assuring that all requests forward to the Vice/Assoc Vice Chancellors are critical. Vice/Assoc Vice Chancellors are responsible for assuring that the spirit of the policy is upheld.

**Citation of relevant local, state, or federal laws:**

Washington State Governor's Directive #08-15 issued 8/4/08  
Email from UW President issued 8/4/08  
Email from UW Provost issued 8/4/08  
UWT Chancellor's Memo issued 8/5/08

**Statement of authority within the University:**

Authority delegated from the Washington State Governor to the UW President, to the UWT Chancellor

**Abstract:** Policy requires pre-approval of equipment/large purchases by the Vice Chancellor, Associate Vice Chancellor, Assistant Chancellor or Special Assistant to the Chancellor for the purchase of equipment items on non-grant funds.

**Policy Statement:** Prior to any unit placing an order for an equipment item (see Definition of Terms) approval of the Vice Chancellor, Associate Vice Chancellor, Assistant Chancellor or Special Assistant to the Chancellor for the area must be obtained. Only mission critical equipment may be purchased.

**Introduction and background information:** This policy is implemented to adhere to the Governor's request that higher education institutions place a freeze on the discretionary purchase of new equipment.

**Definition of Terms:** Equipment is defined as individual items that cost \$2,000 or more per item or the single purchase of multiple items that exceeds \$3,000 (herein after called large purchases) with a useful life of more than one year. Multiple computer purchases that are less than \$2,000 per item will be classified as equipment if they fall under the definition "Computer Cluster". The criteria for a Computer Cluster can be found on the Equipment Inventory Office web site.



Mission critical is defined as equipment that is necessary to perform the duties of a position or to provide service to the students.

**Responsibilities:** It is the responsibility of each Budget head to obtain proper authorization from their respective Vice Chancellor, Associate Vice Chancellor, Assistant Chancellor or Special Assistant to the Chancellor prior to starting any purchasing actions on equipment or large purchase items. It is the responsibility of the Vice Chancellor, Associate Vice Chancellor, Assistant Chancellor or Special Assistant to the Chancellor to exercise appropriate judgment to honor the spirit of the Chancellor’s memo. It is the responsibility of the Finance Office to assure that proper authorization has been obtained prior to processing any requests.

**Limitations:** Some items may be purchased through the eProcurement system or by using a Procurement Card which may be classified as equipment purchases. These transactions cannot be blocked in advance of purchase but may be discovered in post audit review. It is the responsibility of the budget authority to comply with the stipulations of this policy.

**Consequences of Violating Policy:** Non-compliance with this policy may result in suspension or removal of procurement authority.

**Description of Procedures**

1. Individual requests equipment purchase from Budget Authority or designee
2. Budget Authority or designee completes the Equipment Purchase Authorization Form and submits it to their Vice Chancellor, Associate Vice Chancellor, Assistant Chancellor or Special Assistant to the Chancellor for review
3. If approved the original approved form will be returned to the Budget Authority and a copy will be sent to the Finance Office.
4. Department may then proceed with purchase of equipment following all University purchasing policies.

Link to Equipment Purchase Pre-Authorization Request Form:

[http://www.tacoma.washington.edu/finance/Docs/Equipment\\_Purchase\\_Pre\\_Authorization\\_Request\\_Form.doc](http://www.tacoma.washington.edu/finance/Docs/Equipment_Purchase_Pre_Authorization_Request_Form.doc)

**Approved by:** Jan Rutledge

**Date approved:** 8/15/08

**Reviewed by:** Ysabel Trinidad

**Date reviewed:** 8/15/08

**Next review of policy to be conducted by:**

Initial review for effectiveness February 2009. Major review of policy to be conducted when Governor’s hiring freeze is lifted.