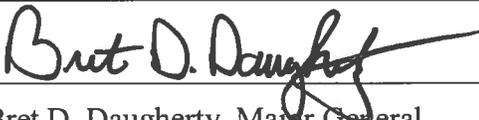




Department Policy No. FIN-112-14

Title:	Direct Buy Contracting Requirements
Former Number:	New
Authorizing Source:	<u>RCW 39.26.125</u> , Competitive solicitation — Exceptions <u>Department of Enterprise (DES) Policy # DES-125-03, Direct Buy Procurement/Purchases</u>
Information Contact:	Contracts and Payroll Administrator Building #9 (253) 512-8068
Effective Date:	10/01/2014
Mandatory Review Date:	10/01/2018
Revised:	New
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

To provide when and what type of a contracting agreement is required when making direct buy procurements.

Scope

This policy applies to Washington Military Department state employees, members of the National Guard on state active duty, and federal employees who either supervise state employees or manage state business activities.

Definitions

Commodities/Goods - Products, materials, supplies, or equipment provided by a vendor.

Direct Buy – A procurement not requiring a competitive process.

Services - Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work.

Policy

I. Commodities or Goods

1. A purchase order must be completed for any procurement of commodities or goods over \$1,000 and up to the Direct Buy limit (Per DES Policy # DES-125-03) paid for by purchase cards or warrants.
2. A division, office, section, or program may require the use of the Purchase Order System (POS) for procurement of commodities or services \$1,000 and under as an internal approval process.

II. Services

All procurements with a scope of work require a contract, regardless if under the Direct Buy limit.