



Interagency Committee of State Employed Women

Procedure: 210.1

Procedure Name: Contracts and Purchasing

PROCEDURE

Expense Approval:

- Any planned personal services contract expenses are to be included in the subcommittees' and overall ICSEW budget at a high level.
- Items that are included in the final approved published ICSEW budget are assumed budgeted and require no further approval.
- Subcommittees may use discretion on the actual spending of dollars by item without additional approval as long as the committee's actual budget is not exceeded.
- The subcommittee chair will be responsible for approving purchases and reimbursements charged to their subcommittee's budget.

Personal service contracts not included in the final approved ICSEW budget may be approved as follows:

- The ICSEW chair may approve emergency expenditures up to \$49.
- The ICSEW executive board shall vote to approve expenditures between \$50 and \$499 and non-emergent expenditures under \$50.
 - A minimum of 51 percent of the members of the board must be included in the vote to be valid.
 - A board member must make a motion.
 - Another board member must present a second to the motion.
 - Upon a motion and second, the expenditure will be voted on.
 - The motion and the vote will specify a brief description and maximum value of the intended purchase.
 - The vote result will be captured in the meeting minutes.
 - The treasurer will note an affirmative vote and included in future budget projections.
 - The voting process may be completed by email or conference call if an in-person meeting is not practical.
- The ICSEW Membership shall vote to approve expenditures of \$500 or more.
 - A minimum 51 percent of the membership must be included in the vote to be valid.
 - A committee member must make a motion.
 - Another committee member must present a second to the motion.
 - Upon a motion and second, the expenditure will be voted on.
 - The motion and the vote will specify a brief description and maximum value of the intended purchase.
 - The vote result will be captured in the meeting minutes.
 - The treasurer will note an affirmative vote and included in future budget projections.

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- The voting process may be completed by email or conference call if an in-person meeting is not practical.

Contract Processing:

- The subcommittee chair shall develop a written statement of work, which describes specific work to be completed by the contractor and includes performance measurements.
- All contracts shall be made with a good faith effort to secure the best price for quality services and/or goods.
- All contracts will be procured under the requirements identified in RCW 39.26 Procurement of Goods and Services
- The Executive Board shall review final contract. The ICSEW committee chair and/or designee shall sign all contracts.
 - The subcommittee chair and/or designee is responsible for monitoring the performance of the contract and approving invoices for payment of the contractor's services.
 - A contract log shall be maintained for each contract issued by the Executive Board.
- Competitive Pricing
 - All purchases will be made with a good faith effort to secure the best price for same quality goods.
 - Use of the existing state contracts is strongly encouraged.
 - If the good or service cannot be purchased through state contract, the initiator must get three competing prices prior to submitting purchase request.
 - Alternatively, a good or service can be purchased from a vendor other than a state contract if a better price is found elsewhere.
- Completing a Purchase
 - When possible, purchases will be made using OFM purchasing agent.
 - Product, store, and pricing information must be provided to the ICSEW chair and treasurer.
 - The ICSEW chair will forward the purchasing request to OFM to complete the purchase.
 - Emergency approved purchases, or purchases that the OFM purchasing agent cannot complete may be made out-of-pocket or through direct billing to the ICSEW care of the purchase requestor (ICSEW c/o Jane Doe, ICSEW Member; Jane Doe's office address).
 - Copies of purchase requests made directly with a vendor shall be submitted to the ICSEW chair and treasurer.

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- Reimbursement for money paid out-of-pocket can be requested by submitting an A-19 with a receipt for the purchase to the ICSEW treasurer who will submit to OFM Accounting for payment once preapproval has been confirmed.
- Direct payment billings and receipt of goods should be forwarded with a completed and signed A-19 to the ICSEW treasurer who will submit to OFM Accounting once preapproval has been confirmed.
- If the expenditure is not preapproved, the reimbursement or direct billing must be approved through the process described above prior to submittal to OFM for payment.

RELEVANT LAWS/RESOURCES

- [RCW 39.26 – Procurement of Goods and Services](#)
- [State Administrative and Accounting Manual \(SAAM\)](#)
- [RCW 42.52 – Ethics in Public Service Act](#)

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