Interagency Committee of State Employed Women (ICSEW)

Procedure No.: 210.1

Procedure Name: Purchasing Procedure

PROCEDURE

Before purchasing, check the statewide vendor contracts to verify if one exists. If so, use this vendor for the purchasing need. If there a reasonable cause to not use a statewide vendor, then ICSEW must provide a memo to OFM explaining why we did not use the statewide vendor.

Purchase items from a business registered with the Office of Minority & Women's Business Enterprises (OMWBE) whenever possible.

Utilize the OFM purchasing agent to pay for supplies, assets, and merchandise, whenever possible. The Executive chair will forward the purchasing request to them to complete the purchase. Receipts or invoices must be provided to the Treasurer for all items purchased by the OFM purchasing agent.

Board members may pick up and borrow the credit card on a short-term basis when needed. Purchases must be for budgeted items. Receipts or invoices must be provided to the Treasurer for all credit card purchases.

Out-of-pocket expenses must be pre-approved by the Chair and Treasurer. Reimbursements for money paid can be requested by submitting an A-19 form with a receipt for the purchase to the Treasurer, who will submit them to OFM Accounting 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
- Statewide Vendor Contracts