Acquisition of Computer Equipment, Services, or Software

**POLICY**

Each department is responsible for complying with the computer purchasing requirements and procedures outlined in this policy.

WSU Information Technology Services (ITS) reviews certain information technology related purchases of equipment, software, and cloud services in coordination with WSU Purchasing Services for system compatibility, network connectivity and data security purposes. Additional forms or information may be required in order to proceed with such purchases.

**Purchase Cost Under $10,000 Without Contract or Agreement**

For computer equipment, services, or software purchases under $10,000 that do not require a signed contract or an agreement, departments may select vendors with or without approved purchasing contracts and without undergoing a bidding process. The $10,000 limit does not include tax and shipping.

Departments may contact Purchasing Services for a current list of available contract vendors or for other assistance. See also Approved Purchasing Contracts.

**Purchase Documentation**

For purchases totaling $10,000 or less that do not require a signed contract or an agreement, departments may do one of the following:

- Submit a Department Order directly to the vendor (*BPPM 70.07*).
- Process a purchasing card transaction directly with the vendor (*BPPM 70.08*).
- Submit a Department Requisition to Purchasing Services to process the purchase with the vendor (*BPPM 70.10*).

**Purchase Cost Under $10,000 and Requiring Contract or Agreement**

For computer equipment, services, or software purchases under $10,000 that require a signed contract or an agreement, departments are to complete an Information Services (IS) Review Questionnaire for Technology Contracts and Purchases. The questionnaire is available from the Purchasing Services Computers website at:

purchasing.wsu.edu/Computers.html

The department's area technology officer (ATO) or senior ITS staff member performs the following steps:

1. Completes and signs the IS review questionnaire.
2. Attaches a Department Requisition and any applicable supporting documentation to process the purchase with the vendor (*BPPM 70.10*).
Acquisition of Computer Equipment, Services, or Software

**Purchase Cost Over $10,000 or Requiring Contract or Agreement**

The following requirements apply to purchases of computer equipment, services, or software costing in excess of $10,000 or requiring a signed contract or an agreement.

**Department Requisition**

Departments submit a Department Requisition to Purchasing Services to process purchases in excess of $10,000 or requiring a signed contract or an agreement (BPPM 70.10).

Include the following information with the Department Requisition:

- Name, address, contact telephone, and contact e-mail address for selected vendor.
- Written quote from vendor for requested purchase items.
- A detailed explanation of why vendor was selected as the "sole source" or best choice for the department.

Refer to the sole source guidelines available from the Purchasing Services General Information website at:

purchasing.wsu.edu/GeneralInformationaboutPurchasing.html

**ITS Review Questionnaire**

Departments are to complete an Information Services (IS) Review Questionnaire for Technology Contracts and Purchases to process purchases in excess of $10,000 or requiring a signed contract or an agreement. The questionnaire is available from the Purchasing Services Computers website at:

purchasing.wsu.edu/Computers.html

The department's area technology officer (ATO) or senior ITS staff member performs the following steps:

1. Completes and signs the IS review questionnaire.
2. Attaches a Department Requisition (see above for required information and supporting documentation).

**Purchase Cost From $10,000 - $100,000**

State law requires that WSU conduct a quote process for selection of equipment, services, or software purchases costing $10,000 to $100,000. Purchasing Services coordinates the quote process for University departments (BPPM 70.13). NOTE: See Contract Vendors for exception to this requirement.

Purchasing uses the information from the Departmental Requisition to verify with the vendor that the prices quoted are the best ones available to WSU.
**Acquisition of Computer Equipment, Services, or Software**

_Purchase Cost Over $100,000_  
State law requires that WSU perform a formal competitive process for computer equipment, services, or software purchases that exceed $100,000. Purchasing Services coordinates the sealed bidding process for University departments (*BPPM* 70.13). NOTE: See [Contract Vendors](#) for exception to this requirement.

Purchasing Services performs a sealed bid for a requested purchase costing in excess of $100,000 if the vendor does not have an approved purchasing contract with WSU or if the vendor is not the sole source for the equipment, services, or software.

_Contract Vendors_  
Purchases over $10,000 that are prepared under approved purchasing contracts do not undergo the bidding process. Purchasing Services processes approved purchasing contract requests in accordance with normal processing turnaround times.

For a current list of approved contract vendors or for other assistance, contact Purchasing Services or see the Purchasing Services Computers website at:

purchasing.wsu.edu/Computers.html

**APPROVED PURCHASING CONTRACTS**  
Purchasing Services provides information regarding current state and University contracts and preferred provider agreements for purchasing computer equipment, services, or software, at:

purchasing.wsu.edu/Computers.html

**INTELLECTUAL PROPERTY**  
See *BPPM* 35.30 regarding the University's intellectual property requirements for the purchase and use of software.

**RECORDS RETENTION REQUIREMENTS**  
Departments must maintain records of computer software licenses, registrations, and proof of purchase until disposition of the software, in accordance with University records retention requirements. (See the records series titled Software Inventory and Registration File, in the All-University Records Retention Schedule--Information Services Records table in *BPPM* 90.01.)

NOTE: When the department retains an original of an expenditure document (e.g., purchasing card receipt) or contract agreement as proof of purchase for software, the department is responsible for ensuring that the document is retained for either the stated cutoff and retention period for the records series (e.g., fiscal year plus six years; end of contract/agreement plus six years), OR until disposition of the software, *whichever is longer*.