

Small Purchases Participant Workbook

04/24/2015	Version 1.0

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Slide 2 – Course Introduction



Welcome to WA State Small Purchases This is a new Training driven by Procurement Reform, and is required for all employees who make routine, small purchases and those who use agency purchasing cards. In order to receive credit for this course, you will need to score 80% or higher on the module assessment. The assessment will begin at the end of this course. Once you have successfully completed the course and assessment, you will receive a WA-State Small Purchases certificate of completion.

Also included in the training course are knowledge checks. These are not graded, they are simply used to test your knowledge of the materials in the course.

We strongly recommend you print the workbook for the course. As you proceed through the training, use the workbook to write down any notes and/or questions you might have.

The workbook can be accessed here:

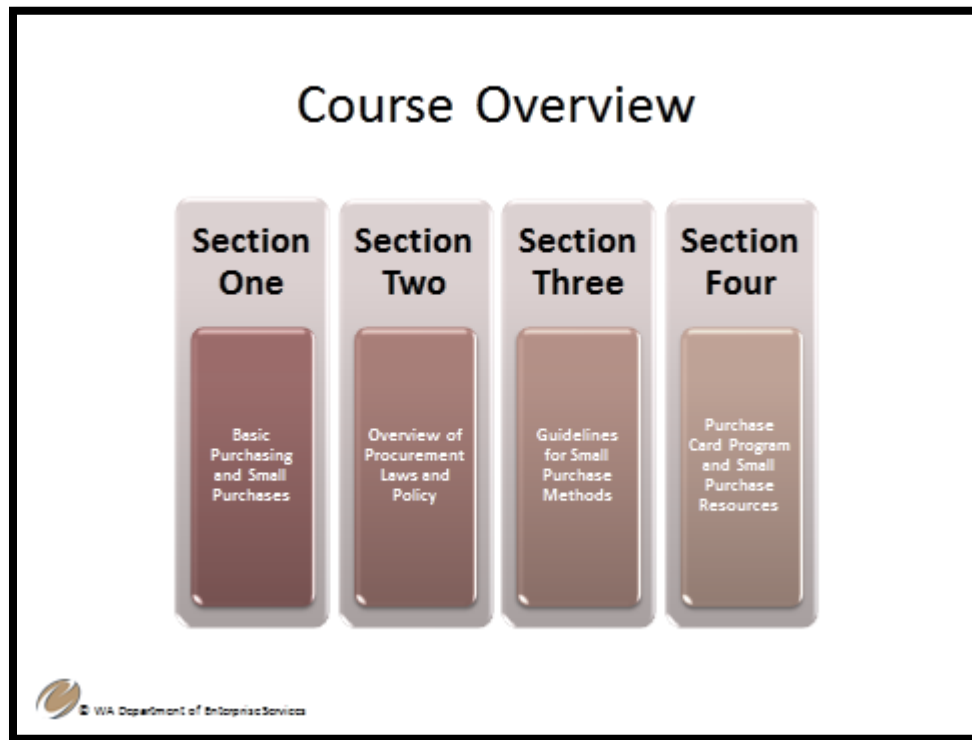
<http://des.wa.gov/about/pi/ProcurementReform/Pages/PRTraining.aspx> - or - simply click Workbook in the upper right hand corner to download to your desktop.

Disclaimer:

Thank you for your participation in Small Purchases. At the time of publication in April 2015, all materials and RCWs referenced are current. Updated course work will be made available if and when revisions are needed. As always, confirm current RCW references.

Notes

Slide 4 – Course Overview



There are 4 sections in this course:

- Section One – Basic Purchasing & Small Purchases
- Section Two – Provides an Overview of Procurement Laws and Policy
- Section Three – Guidelines for the Small Purchase Method
- Section 4 – Purchase Card Program and Small Purchase Resources

It is important for you to understand your role and responsibilities when making routine small purchases and to be familiar with the roles and responsibilities of other purchasing, procurement, and contracting staff you work with to accomplish your task. For example, the purchasing and procurement professional will advise on things such as the types of contract and pricing model.

We will also review the laws and policies for making small purchases in Washington, the different types of contracts and contract pricing models, and how to apply critical thinking where appropriate when making small purchases in order to use good business practices.

For purposes of this training course, the laws and policies discussed are those of the state and individual Washington agencies and do not reflect federal requirements. Federal requirements tend to be more restrictive and may apply if using federal funds.

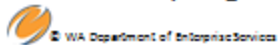
Notes

Slide 5 – Learning Objectives

Learning Objectives

By the end of this course, you will be able to:

- Define basic purchasing and small purchases
- Recognize the rules, regulations and laws that govern purchasing
- Describe the guidelines for small purchase methods
- Understand the purchase card program



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- Recognize the rules, regulations and laws that govern purchases
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- Understand the Purchase Card Program

Notes

Slide 6 – Basic Purchasing & Small Purchases

BASIC PURCHASING & SMALL PURCHASES

- Procurement Reform RCW 39.26
- Definition of a Small Purchase and Who Does Them
- How do Small Purchases Support Agency Operations

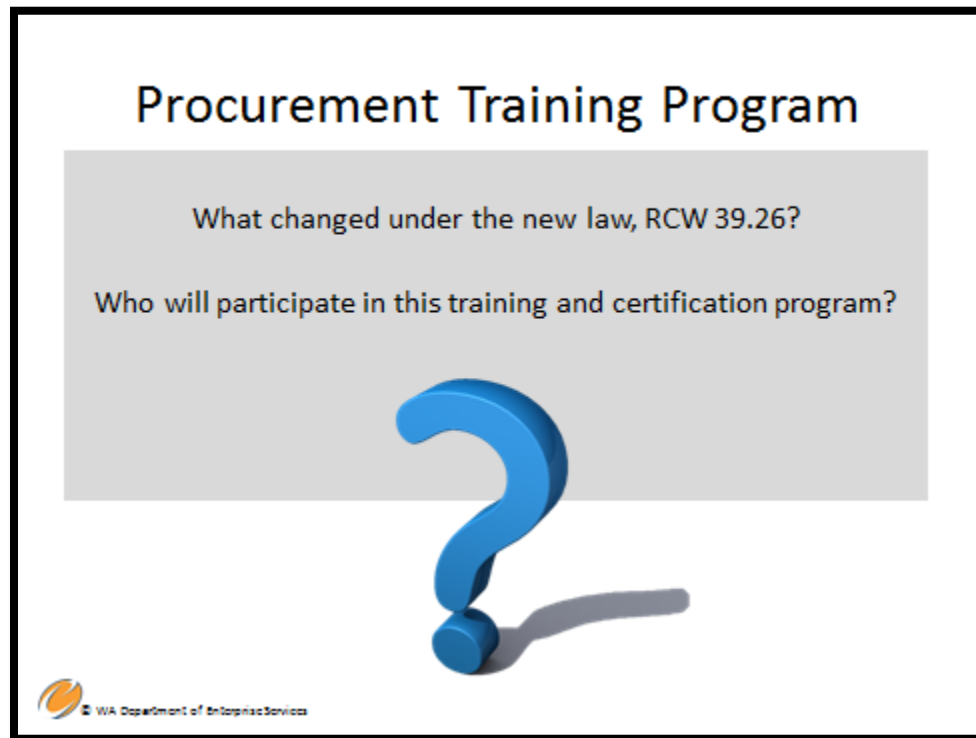
Section One - Basic Purchasing & Small Purchases will cover the following topics in more details:

- Procurement Reform RCW 39.26
- Definition of a Small Purchase and Who Does Them
- How Do Small Purchases Support and support Agency Operations

Notes

Notes

Slide 7 – Procurement Training Program



Procurement is defined as:

The combined functions of identifying needs, initiating a procurement project, selecting a vendor, contracting with a vendor, purchasing of the goods or services, managing the resulting contract.

What changed under the Procurement Reform law (RCW 39.26)?

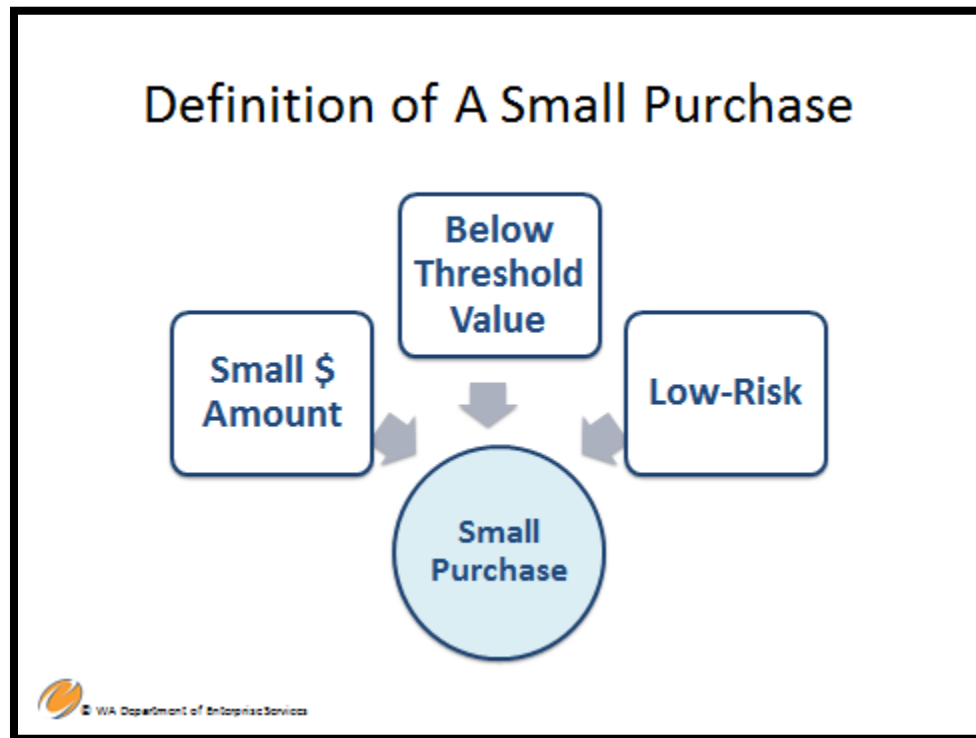
- Washington State moved from three different RCW's to one RCW.
- The RCW's provide a framework for purchasing.
- Enhances competition.
- Increases efficiency.
- Manages procurement risk.
- Results in quality stewardship of public funds.

Who will participate in this training? – According to RCW 39.26.110 of the procurement law: "state agencies must require agency employees responsible for developing, executing, or managing procurements or contracts, or both, to complete department-approved training or certification programs." This course has been developed to meet the needs of those who execute small purchases for an agency.

Note: This is a brief explanation of reform, for more detailed information go to the DES website website: <http://des.wa.gov>

Notes

Slide 8 – Definition of a Small Purchase



So, what is the definition of a small purchase?

A small purchase usually applies to the routine purchase of items that are under a certain dollar value. For purposes of this training we are not specifying a dollar amount because every agency defines "small purchases" differently.

Typically, agencies have their own department spending thresholds.

A spending card, (i.e., PCard) is often used to make the day-to-day purchases such as office supplies. We will discuss PCards later in section three.

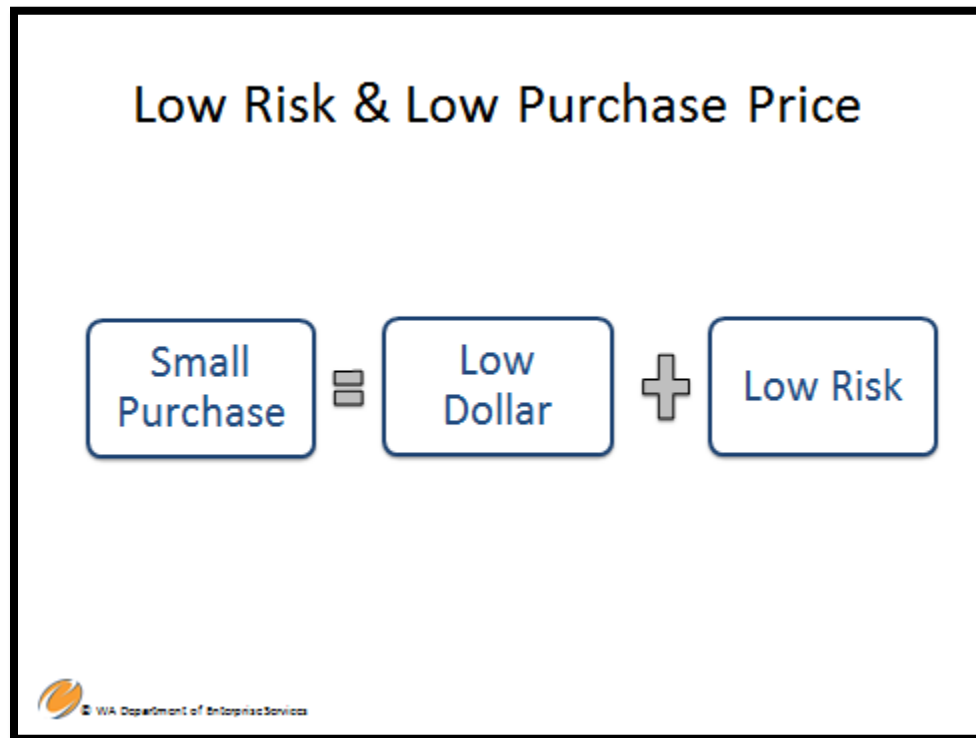
This slide identifies typical characteristics of a small purchase:

- Small \$ Amount
- Below spending threshold value
- Low Risk

Some examples of items that are considered a Small Purchase include:

- Equipment and maintenance services related to buildings owned by the agency
- Hiring trainers
- Conference center rentals
- Office supplies

Notes

Slide 9 – Low Risk & Low Purchase Price

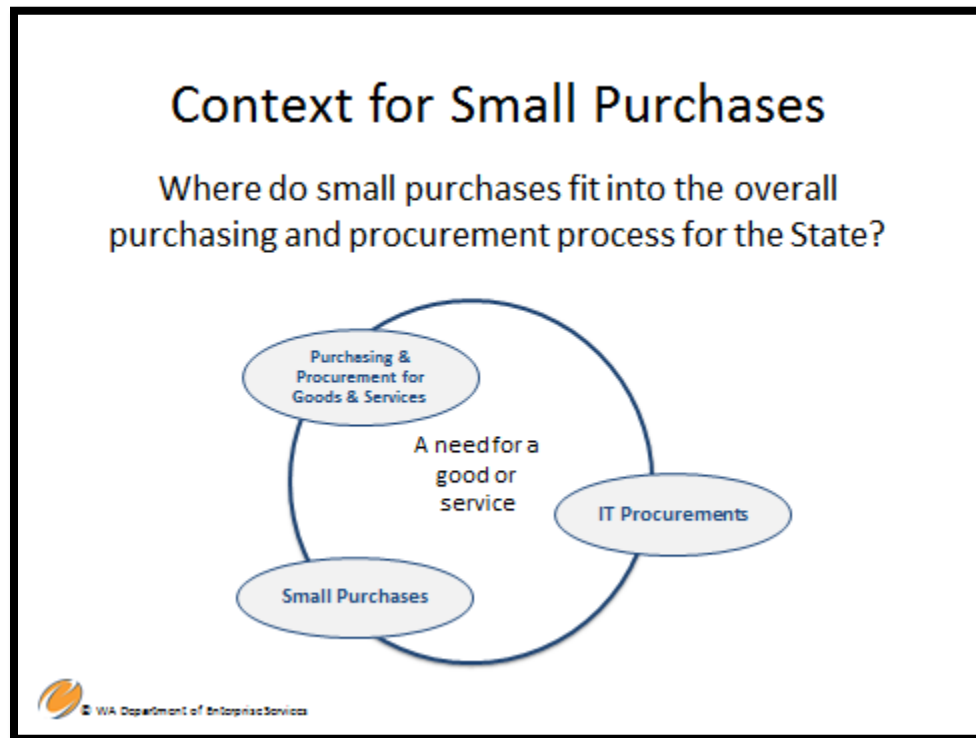
Small purchase = low dollar + low risk.

Small purchases have two main components; we have already discussed the low dollar threshold. In this context, low risk means that the item(s) acquired have a very low impact on your agency's ability to achieve its goals.

Notes

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Slide 10 – Context for Small Purchases



Where do small purchases fit into the overall purchasing and procurement process for the state?

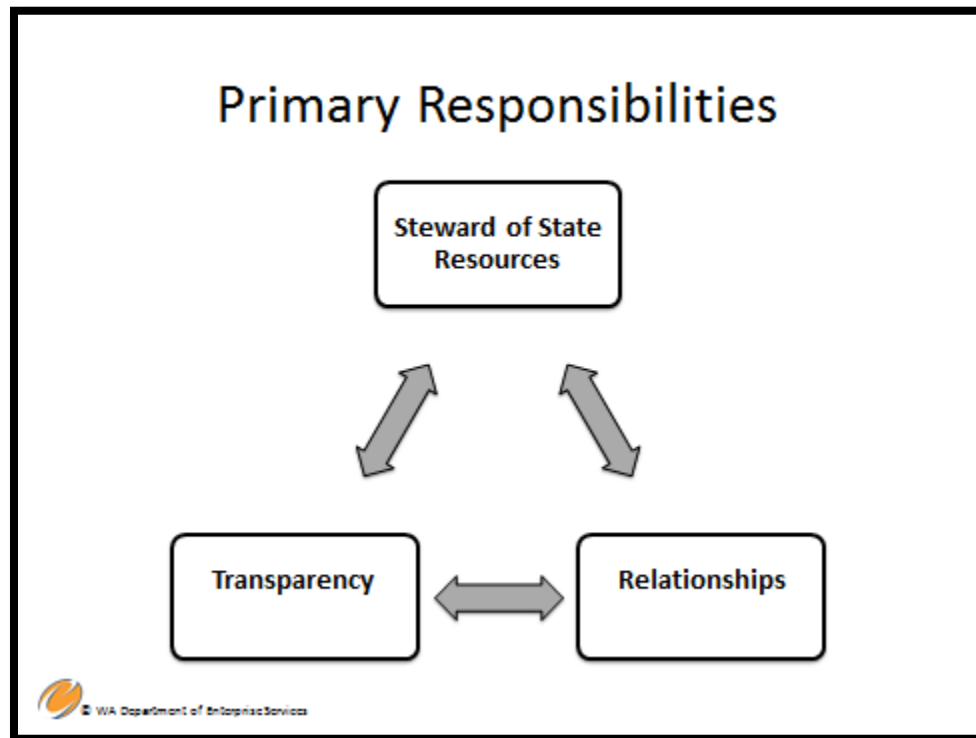
Small purchases are one aspect of the purchasing and procurement process in Washington as well as IT Procurements (i.e., acquiring a computer or software system).

Small purchases are often made using a purchase card or a purchase order and do not involve complicated contracts or transactions.

You are a steward of state resources and a representative of the agency. Conducting your small purchases correctly reduces the risk to the agency and should be your goal every time. While small purchases are 'small' in dollar amount, the number of small purchases conducted every day on behalf of state agencies is huge, and that is why it's important to follow the policies and procedures set by the state to help reduce the overall risk to your agency and the state.

Notes

Slide 11 – Primary Responsibilities



The following are three primary responsibilities of those who make small purchases:

- Being a Steward of State Resources – As previously discussed.
- Providing Transparency –Taxpayers want to be assured agencies are good stewards of state resources and that the process used is open, fair, and adheres to Washington's laws and policies
- Establishing and maintaining Relationships – Always maintain a fair and open relationship with your vendor and/or customers to make sure your agency continues to follow Washington's laws and policies.

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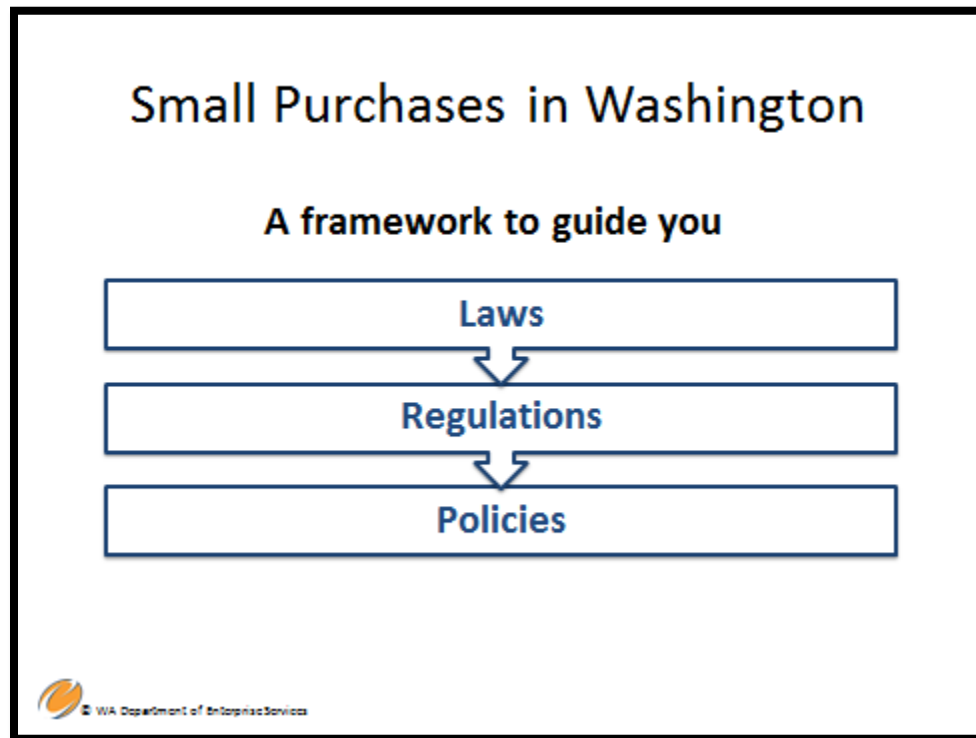
Slide 14 – Overview of Procurement Laws and Policy



Section Two- Overview of Procurement Laws and Policy will cover the following topics:

- What are the Procurement Laws
- Application of Policy

Notes

Slide 15 – Small Purchases in Washington

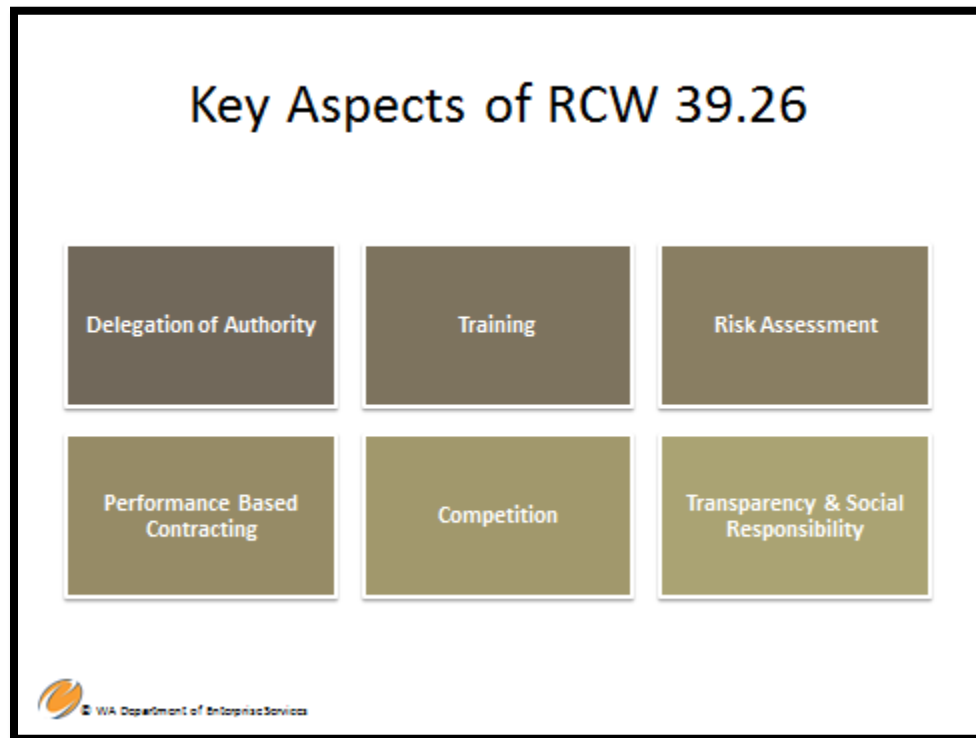
Small Purchasing in Washington is guided by a set of laws, regulations, and policies. These resources should be considered the framework in which you conduct small purchasing on behalf of your agency and the citizens of Washington State.

Each individual agency will have specific policies and procedures in place to further define the meaning of these laws, regulations, and policies as they relate to your agency.

A link to these resources can be found in your participant workbook.

Notes

Slide 16 – Key Aspects of RCW 39.26



Shown here are key aspects of the new Procurement Law. We are going to discuss Risk Assessment, Competition and Transparency and Social Responsibility. Please refer to your workbook for a discussion of Delegation of authority, training, and performance based contracting.

- **Transparency** - One aspect of the Procurement Reform law is to foster transparency by maintaining a publicly available list of contracts and procurement efforts. An integral part of this reform is the requirement under RCW 39.26.210 that all state agencies and higher education institutions annually submit a list of all contracts to DES.

Other Key Aspects of RCW 39.26 are:

- **Delegation of Authority** - RCW 39.26.090 provides for DES to establish delegation of authority to state agencies for the procurement of goods or services, including how an agency may receive additional delegated authority. (DES Policy 090-00). Your agency then further delegates authority within your organization.
- **Training** - RCW 39.26.110 - Beginning July 1, 2013, state agencies must require agency employees responsible for developing, executing, or managing procurements or contracts, or both, to complete department-approved training or certification programs, or both.
- **Performance Based Contracting** - Executive Order 10-07 directs state cabinet agencies to meet performance-based contracting standards in all new contracts for products and services, and to review existing contracts prior to renewal and update as necessary to reflect these standards. The Executive Order also requires all state cabinet agencies to ensure performance-based contracts are actively managed to meet

performance-based standard including measurable or tangible outputs/deliverables that must be provided, quantifiable and measurable performance measures that indicate how well and at what level products or services are being provided, clear, defined definitions for desired and real outcomes; and incentives and/or consequences for non-performance.


Notes

Slide 17 – Risk Assessment

RCW 39.26 Risk Assessment

Your agency's Delegation of Authority is based on a risk assessment of these four areas:

♦ **Leadership** ♦ **Resources** ♦ **Objectives** ♦ **Processes**

 WA Department of Enterprise Services

Risk Assessment

One of the key elements of the new Procurement law is that delegations of authority are based on a risk assessment, which is administered statewide through a Risk Assessment Tool.

The goal of the Tool is to gather pertinent information related to agency procurement and contracting in support of the delegated authority that you need. Risk assessments are intended to obtain information that is unique to each agency, and assesses agency contracting and procurement practices and risk mitigation strategies. The outcome of each assessment depends in part on the agency's mission, expertise, methods, etc.

The risk assessment addresses the following areas:

- Leadership – How well does your agency manage its procurements?
- Resources – How does your agency capture its spending information and use it to forecast its future needs?
- Objectives – How does your agency engage with and support small, veteran-owned and diverse businesses?
- Procurement Processes – How does your agency incorporate best practices into procuring and contracting for goods and services and how does your agency protect private information?

By law, each agency is subject to the risk assessment. Once completed, DES uses the results of the risk assessment to determine the agency's level of delegated authority.

Notes

Notes

Slide 18 – Competition



Competition – RCW 39.26.120 (Competitive Solicitation) The starting point for all state procurements in Washington is a competitive solicitation. This means that government procurements rely on the activities of competitive markets to assure that how a government obtains goods and services remain fair, transparent and open.

Notes

Slide 21 – Transparency and Social Responsibility

Transparency and Social Responsibility

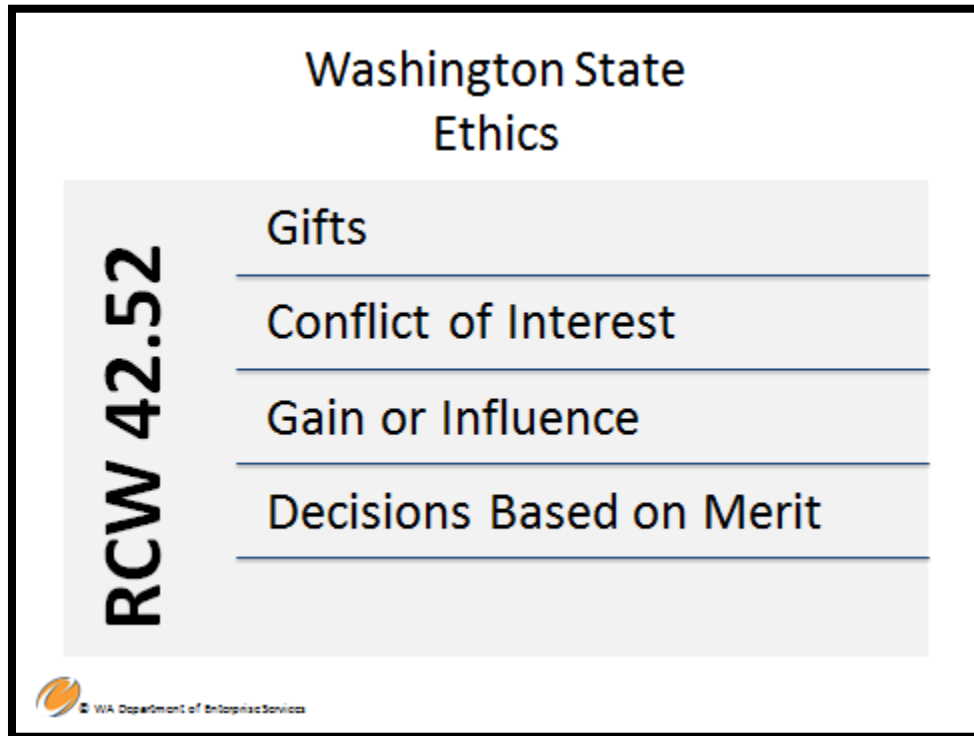


 WA Department of Enterprise Services

Transparency - One way that the new Procurement law fosters transparency is a legal requirement that all state agencies and all Higher ED institutions must annually submit a list of all contracts to DES. DES maintains a publicly available list of those contracts.

Social Responsibility - The new law encourages the state to do business with minority, women, and veteran owned businesses.

Notes

Slide 22 – Washington State Ethics

The graphic is a rectangular box with a black border. At the top, it says "Washington State Ethics". Below this, on the left side, is a vertical label "RCW 42.52". To the right of this label is a list of four items, each in a light gray box with a horizontal line below it: "Gifts", "Conflict of Interest", "Gain or Influence", and "Decisions Based on Merit". At the bottom left of the box is a small logo and the text "WA Department of Enterprise Services".

The new Procurement Law requires you and your procurement and contract management staff to take an ethics training course focused specifically on the Procurement of Goods and Services. In addition, the state ethics law (RCW 42.52) contains sections that are specifically for state employees who make purchases, that addresses

Gifts

Never accept a gift, gratuity, favor, or anything of value from a current or potential future vendor.

Conflict of interest - Public employees must place the public's interest first, before any private interest or outside interests. Conflicts of interest impair your ability to make unbiased decisions.

Real or perceived gain or desire to influence – If the contract decision you make:

Puts money in your pocket.

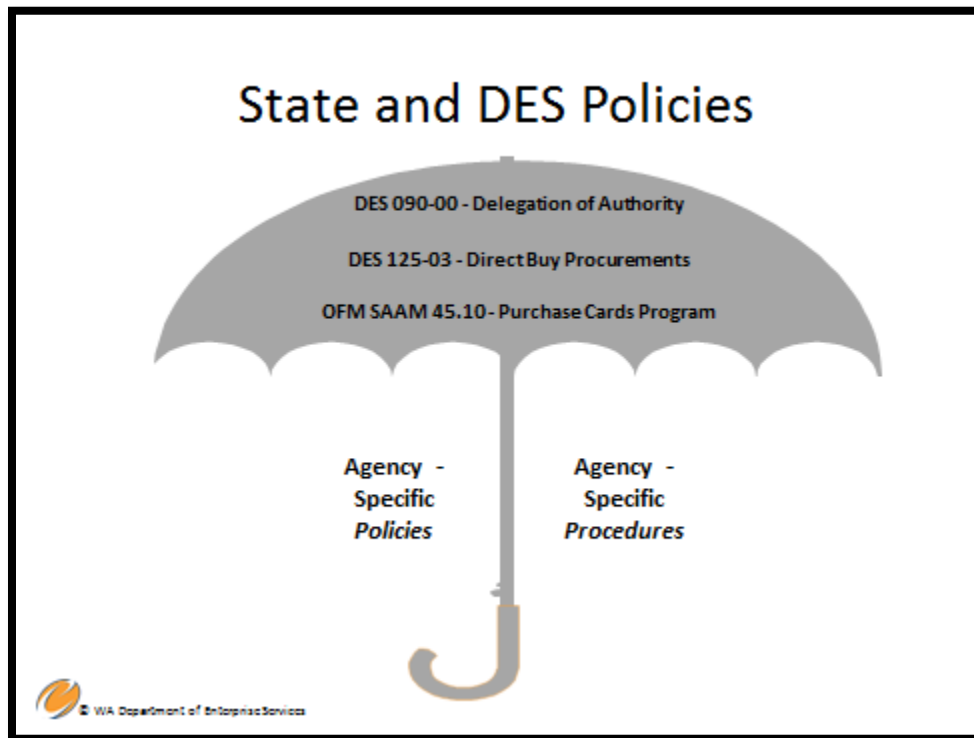
Puts money in the pockets of friends, family or others, including businesses in which you are an owner or employee.

Then you can't do it!

Contract decisions must be based on merit – Transparent, open and fair competition is important!

Notes

Slide 23 – State and DES Policies



DES provides an umbrella of policies across state agencies. Your individual agency will have policies and procedures to direct the “how” of how small purchases are conducted in your agency.

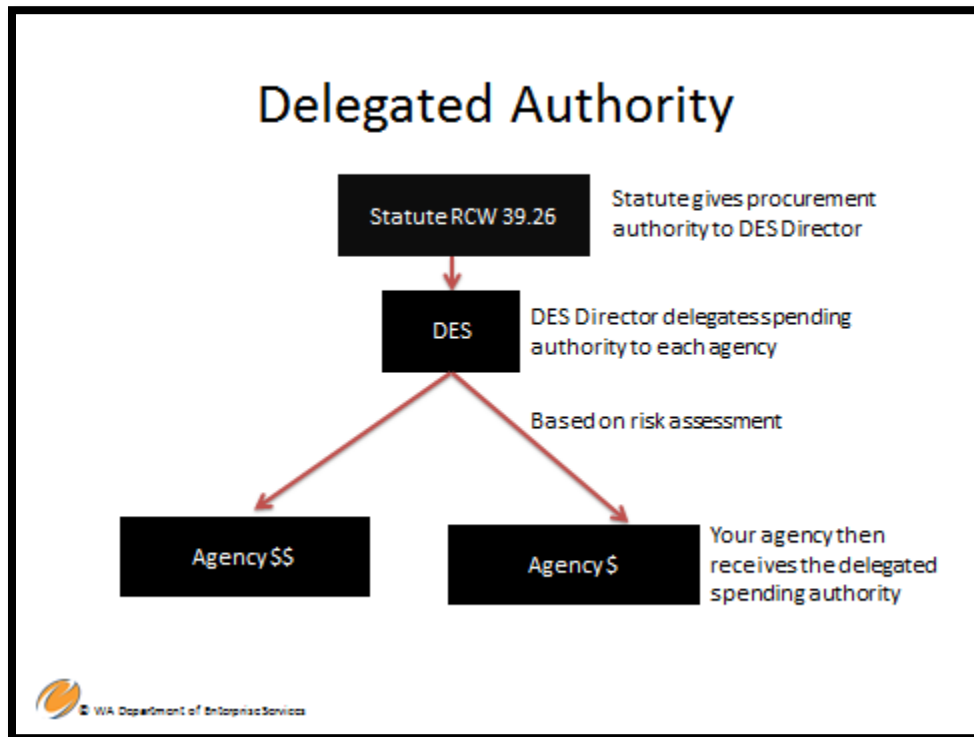
Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) policy 45.10 outlines the basics of Washington’s Purchase Card Program

Other relevant policies include:

- DES policy 090-00 – Delegation of Authority
- DES policy 125-03 – Direct Buy Purchasing

Notes

Slide 24 – Delegated Authority




What does delegated authority mean? Under the Procurement statute, all procurement authority has been granted to the DES Director. The same law gives the Director the ability to delegate this authority to Washington agencies so that they can obtain goods and services. The Director uses the risk assessment to decide how much spending authority to give to each agency.

Notes

Notes

Slide 27 – Laws and Policies

Applicable Law/Statute/Policy	What's it for.....
RCW 39.26	Procurement of Goods and Services
RCW 39.26.125	Competitive Solicitation
RCW 28B.10.029	Independent Purchasing Authority for Institutes of Higher Education
Executive Order 14-04	Washington Carbon Pollution Reduction and Clean Energy Action
Executive Order 13-04	Results Washington

 WA Department of Enterprise Services

Shown here are the laws and policies that relate to making small purchases in the state of Washington. Each law and policy is contained in your workbook. They include;

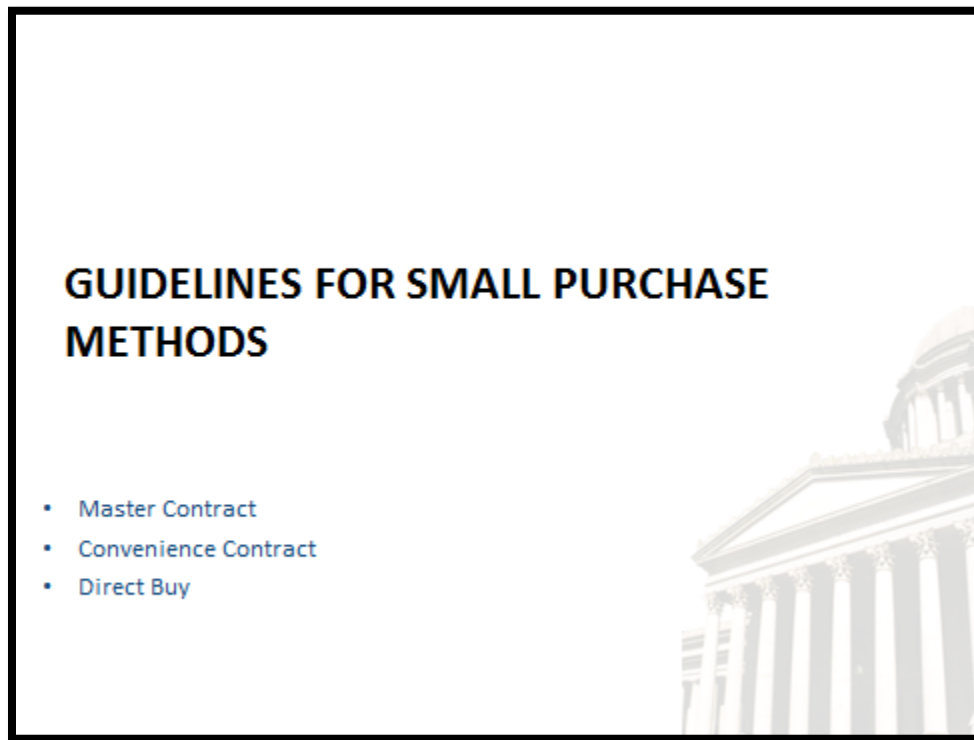
- RCW 39.26 – Procurement of Goods and Services (outlines rules for purchasing and contracting in Washington, authorizes DES to set appropriate policies, and spells out the training requirement for purchasing and contracting staff by 2015, for example. This law also addresses convenience contracts, competitive solicitation, sole source contracts, emergency purchases and authorizes DES to develop further policies, shown as 090-00, 125-03, 130-00, 140-00
- RCW 39.26.125 – Competitive Solicitation – Exceptions to competitive solicitations
- RCW 28B.10.029 – Purchase of material, supplies, services, and equipment needed for the support, maintenance, and use of the respective institution of higher education and independently exercising those powers otherwise granted to the Dept. of Enterprise Services

As well as knowing and understanding the laws and policies related to small purchases, it's also important to support state initiatives such as the Governors Executive orders. For example, Governor Inslee has issued several Executive Orders during his term that impact purchasing and procurements such as:

- Executive Order 14-04 Washington Carbon Pollution Reduction and Clean Energy Action
- Executive Order 13-04 Results Washington

Notes

Slide 28 – Guidelines for Small Purchase Methods



Section Three: Will cover the following ways to make a small purchase:

- Master Contract
- Convenience Contract
- Direct Buy Purchases

Notes

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Slide 29 – What is a Master Contract?



A Master Contract is defined as: A contract for specific goods or services, or both, that is solicited and established by DES. See RCW 39.26.010 (in your workbook)
<http://apps.leg.wa.gov/rcw/default.aspx?Cite=39.26.010>

If your agency needs to purchase goods or services that are available in a master contract you must use the Master Contract.

Contact DES for questions regarding the use of Master Contracts.

What If there is no Master Contract? Your next step is to find out if your agency has a Convenience Contract.

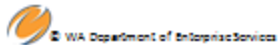
Notes

Slide 30 – Convenience Contract

Convenience Contract

Each individual agency establishes the Convenience Contract, which represents a list of pre-qualified vendors solicited by the Agency who can provide specific goods and/or services the Agency uses.

***No piggybacking on other agency's contract unless defined in convenience contract.**



A Convenience Contract is defined as a contract for specific goods or services, or both, for use by a specific agency or group of agencies.

In one recent example, several agency's entered into a convenience contract to purchase ready-made cabins.

A Convenience Contract contains a list of pre-qualified vendors who can provide specific goods and/or services that the specific agency or group of agency's needs. A convenience contract can be one vendor or multiple vendors, which is why there needs to be a fair way to select these vendors. (If you are using a convenience contract with a 2nd tier process please check with your agencies Procurement Professional.)

The Agency then engages a vendor from this list.

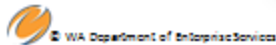
* Piggybacking on another agencies contract is prohibited unless allowed by the terms of the convenience contract. (Higher Ed has different rules on this topic.)

Notes

Slide 31– What is a Direct Buy...

What is a Direct Buy ...

A Direct Buy is a procurement that does not require a *competitive process* up to \$10,000/\$13,000 agency or higher education threshold.



“Direct Buy” means a procurement that does not require a competitive process and is under a particular spending threshold.

What is the threshold?

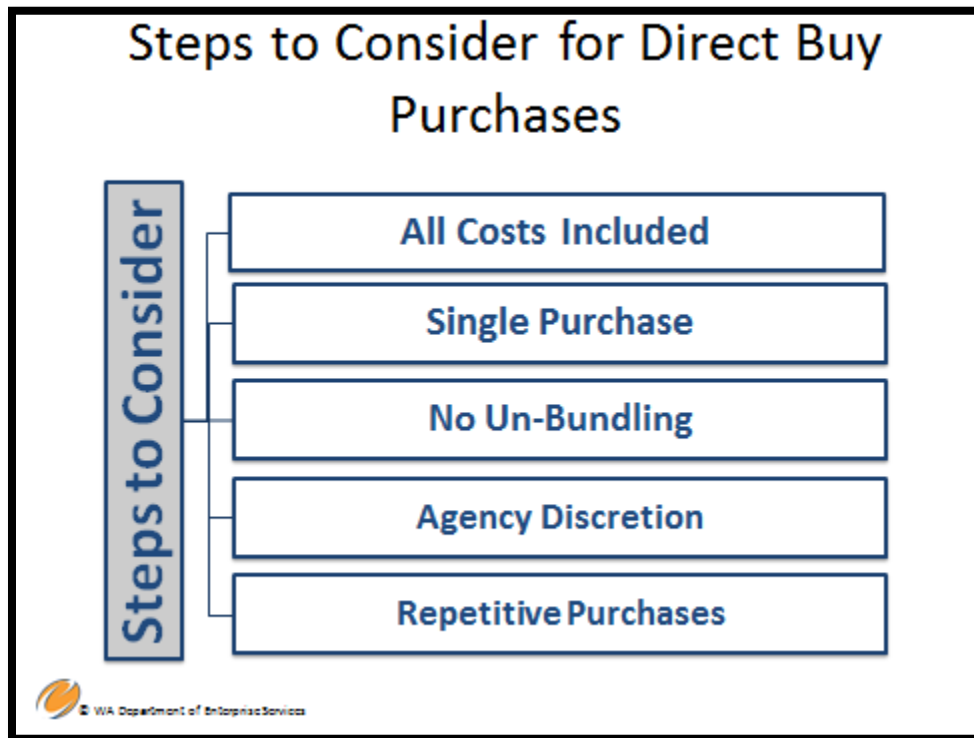
DES Policy 125-03 says that a direct buy has a spending limit up to \$10,000 unless the direct buy is from a microbusiness, minibusiness, or small business, then the spending limit is up to \$13,000.

Higher Education has their own spending threshold. See RCW 28B.10.029.

- Agencies are encouraged to buy from in-state small businesses to include certified minority, women and veteran owned businesses.
- Procurements that exceed the direct buy limit must be competitively awarded, unless otherwise exempt from competition.
- Agencies may not unbundle or manipulate a purchase to have the purchase qualify as a direct buy procurement to avoid using a competitive process.

Notes

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Slide 32 – Steps to Consider for Direct Buy Purchases**Steps to Consider for Direct Buy Purchases**

As you consider a direct-buy procurement, apply the following criteria:

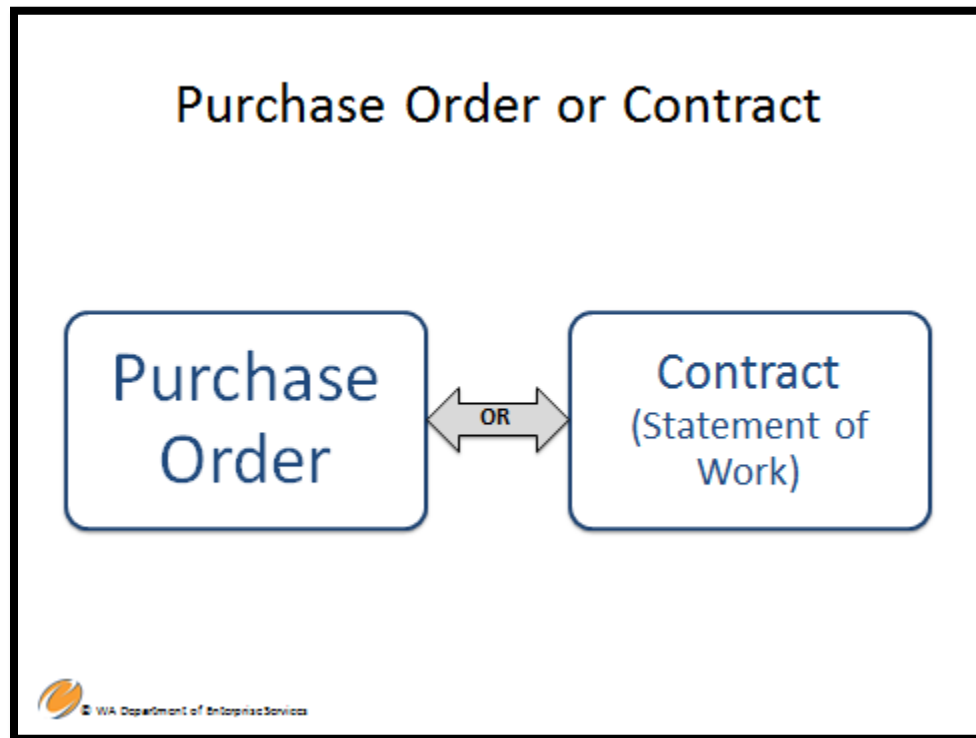
- All costs must be included when calculating the dollar threshold. For example, if you are ordering a filing cabinet you must include the shipping and freight, installation, etc. All these costs are part of the direct buy.
- Direct buys are a single purchase.
- Agency's cannot unbundle or manipulate a purchase into smaller purchases to qualify for the direct-buy limit to avoid the competitive process.
- Agency discretion – Each agency determines what is appropriate to purchase to meet their business needs.
- Repetitive purchases: Pay attention to the purchases you are making for your agency. If you find that you are making the same purchase over and over again, your agency should consider entering into a competitive procurement. Again, check with your agency's procurement professional.

Examples:

- **Example:** Software purchase with upgrades/maintenance included in purchase – don't separate and purchase separately to stay under the threshold – upgrade and maintenance is typically purchased with the software.
- **Example:** Computer purchase with additional warranty purchase – if the intent is to purchase with original buy, it should be included in the cost.

Notes

Slide 33 – Purchase Order or Contract



Purchase Order or Contract

Now that you have decided to make a direct buy, which document do you use?

Purchase Order

- **Goods:** If you seek to purchase items that can be easily identified by part number or a clear description, or that includes commercially available features and functions, then a purchase order makes sense.
- **Services:** If you seek to buy services that have a standard industry structure (for example, inspections or maintenance work that uses checklists; repairs that follow a structured process - such as in mechanical systems; or service/outcome is the same for all customers), then a purchase order makes sense.

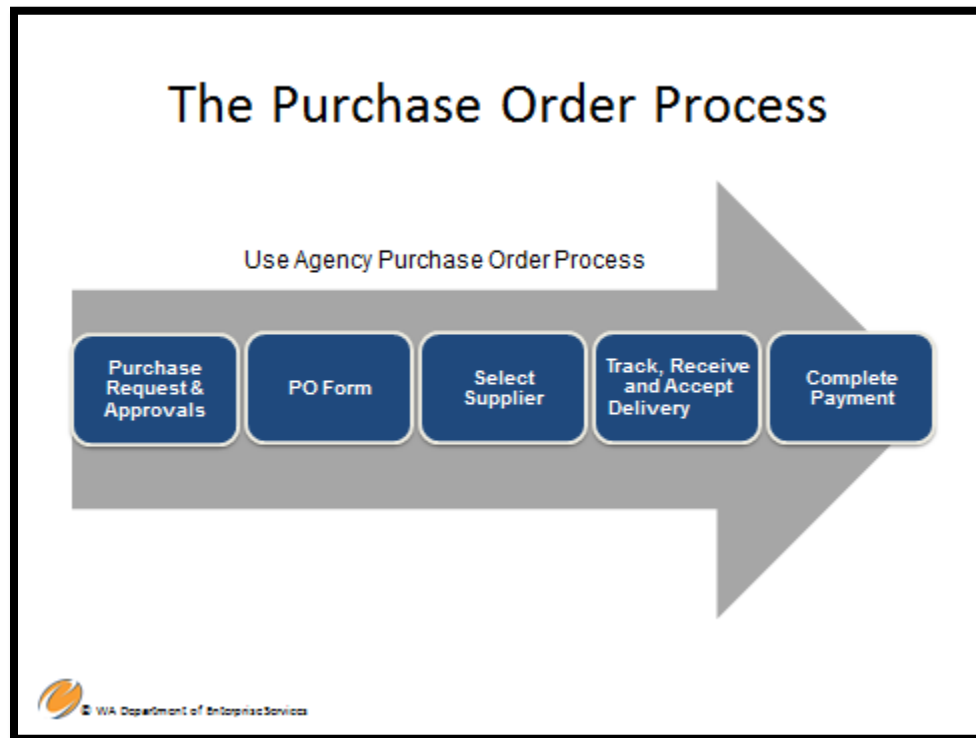
Contract (also known as a Statement of Work)

- Used for longer term agreements where performance is determined via review and approval process.
- Provides clear direction to project staff and project managers.
- A statement of work (SOW) sets the rules for the project once the key stakeholders formally agree to the SOW. The SOW lists the goals, constraints, success criteria, and management guidelines. It clarifies responsibilities of the contractor and your agency.

Be sure to work with your procurement specialist on the statement of work.

Notes

Slide 36 – The Purchase Order Process



Typically, small purchases made from a Master Contract will require a purchase order. The following are the general steps associated with the purchase order (PO) process. Remember to refer to your agency policies and procedures for specific details.

The steps include:

- Purchase Request and required approvals per your agency's process
- Use your agency's authorizing/purchasing document (i.e., purchase order and/or a field order)
- Select your supplier
- Track, Receive and Accept delivery
- Follow agency process to ensure payment is completed

Individual agencies may have restrictions with online purchases - refer to your agency policy.

Notes

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Slide 37 – Summary of Purchasing Process Steps for Small Purchases

Summary of Purchasing Process Steps for Small Purchases

Purchasing Process Checklist	
✓	1. Agency-Specific Policies
✓	2. Master Contract
✓	3. Agency-Specific Convenience Contract
✓	4. Direct Buy
✓	5. Potential Vendors



WA Department of Enterprise Services

Once your agency has determined to make a small purchase, these are the steps to consider:

1. Check your agency's specific policy
2. Check if a Master Contract exists? If not,
3. Is there an agency specific Convenience Contract in place? If not,
4. Then utilize a direct buy option and,
5. Begin research for potential vendors

Notes

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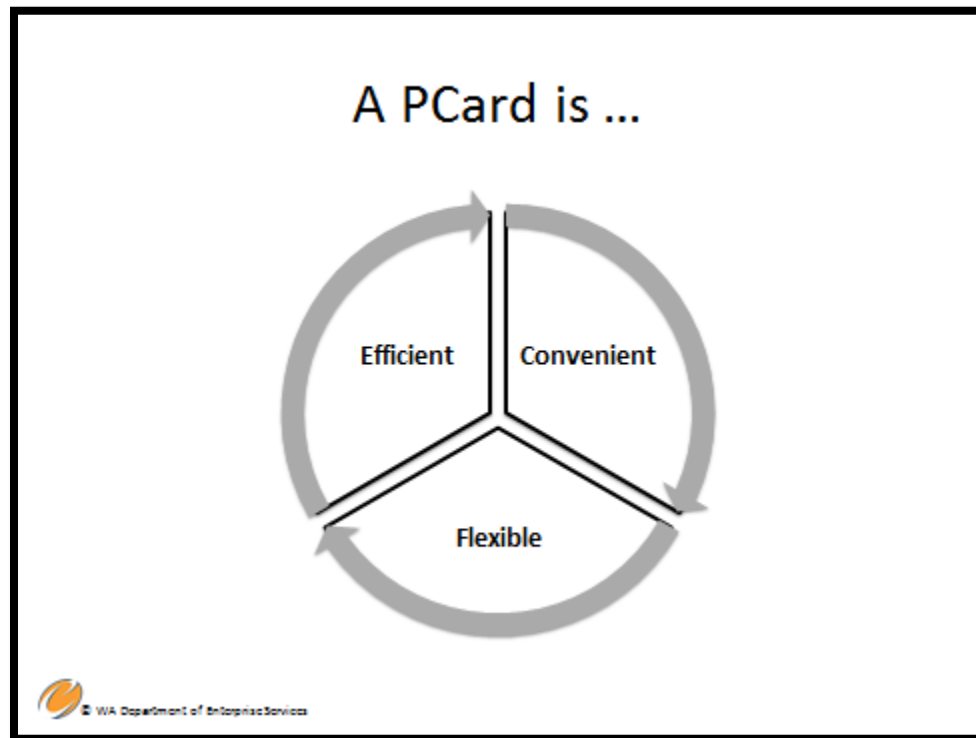
Slide 40 – Purchase Card Program and Resources**PURCHASE CARD PROGRAM AND
RESOURCES**

- The Purchase Card Program (PCard)
- Small Purchase Resources

Section Four: Will address the Purchase Card Program (PCard) and small purchase resources.

Notes

Slide 41 – A PCard is...



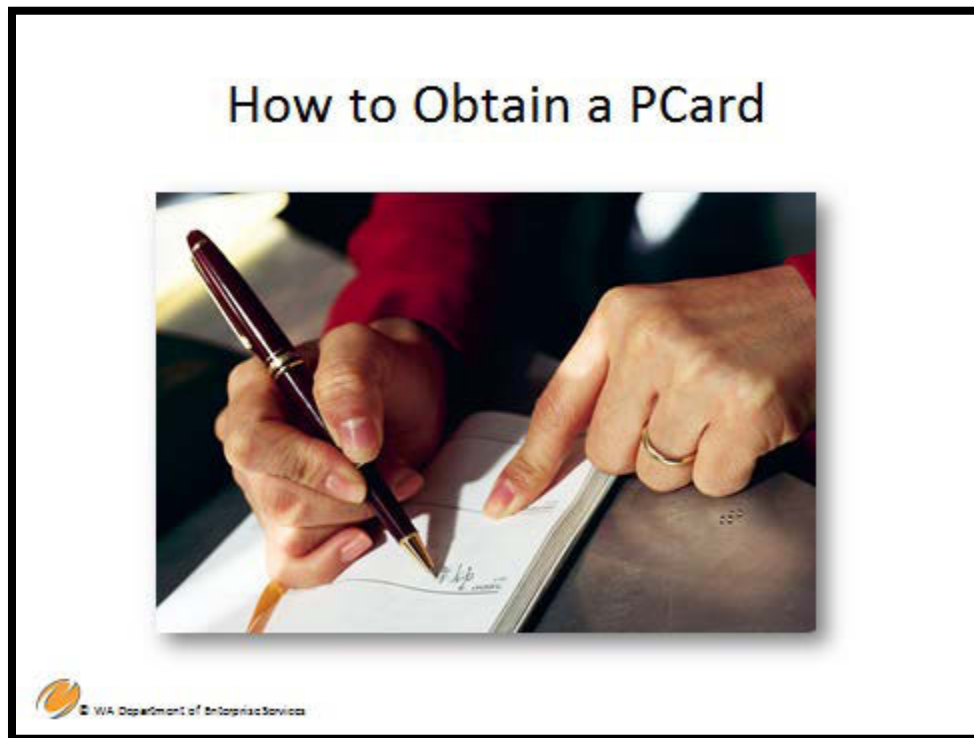
The purpose of the PCard program is to capture the efficiency, flexibility, and convenience, created by its use, related to the payment for goods and services.

PCards provide an additional payment method for purchases. They are NOT intended to be an alternative to the laws of procurement. All PCard purchases must obey procurement rules. See [SAAM section 45.10.10](#) for policies about the Pcard. A link to this policy is available in your workbook.

If your agency does not currently have a PCard program consult your agency's procurement professional or finance office.

Notes

Slide 42 – How to Obtain a PCard



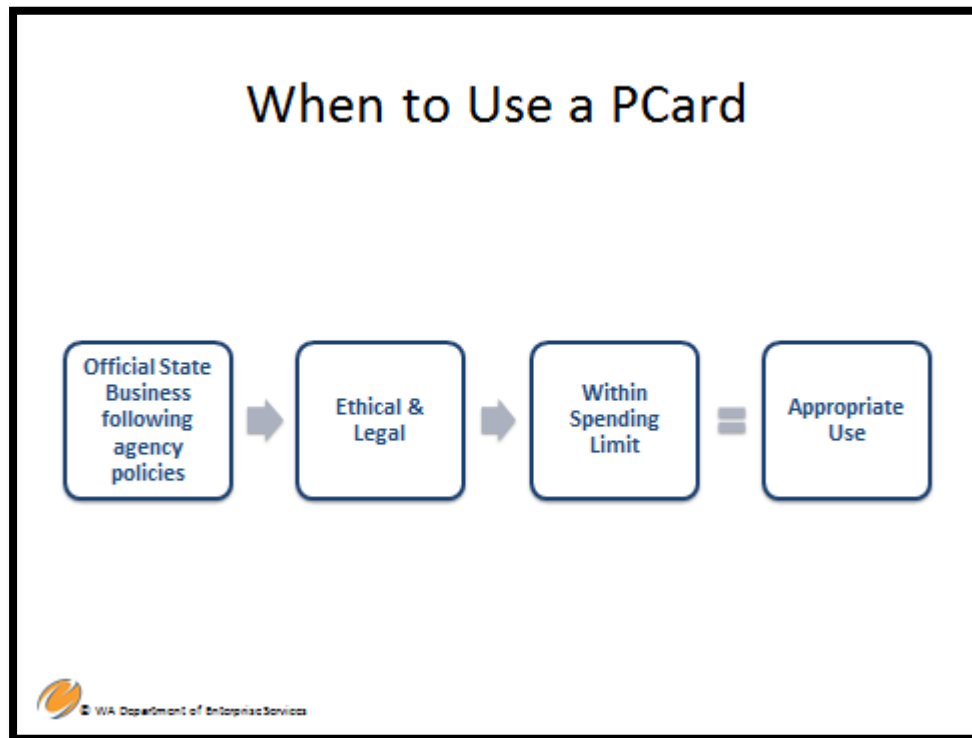
How to obtain a PCard is very specific to each agency.

The agency program administrator may order the purchase card(s) after completing all necessary forms. Cards are issued to cardholders or card custodians after they have been given a copy of your agency's PCard policies. You will sign a card user agreement form, and receive training on how to use the card.

The DES website provides question and answers regarding the steps to take in order to participate in the Purchase Card Program.

Higher Education and many state agencies have PCard training available so be sure to check with your procurement specialist for more details.

Notes

Slide 45 – When to Use a PCard

SAAM 45.10.40 provides a list of acceptable uses for the purchase card. The following are general guidelines to determine when to use and not use a purchase card.

Examples of when to use a purchase card:

- Goods and services for official state purposes purchased in person, by mail, by phone, or over the internet.
- Purchases complying with all applicable state statutes, rules, policies, and procedures.
- If within your own delegation of authority, as per your agency policies and procedures.

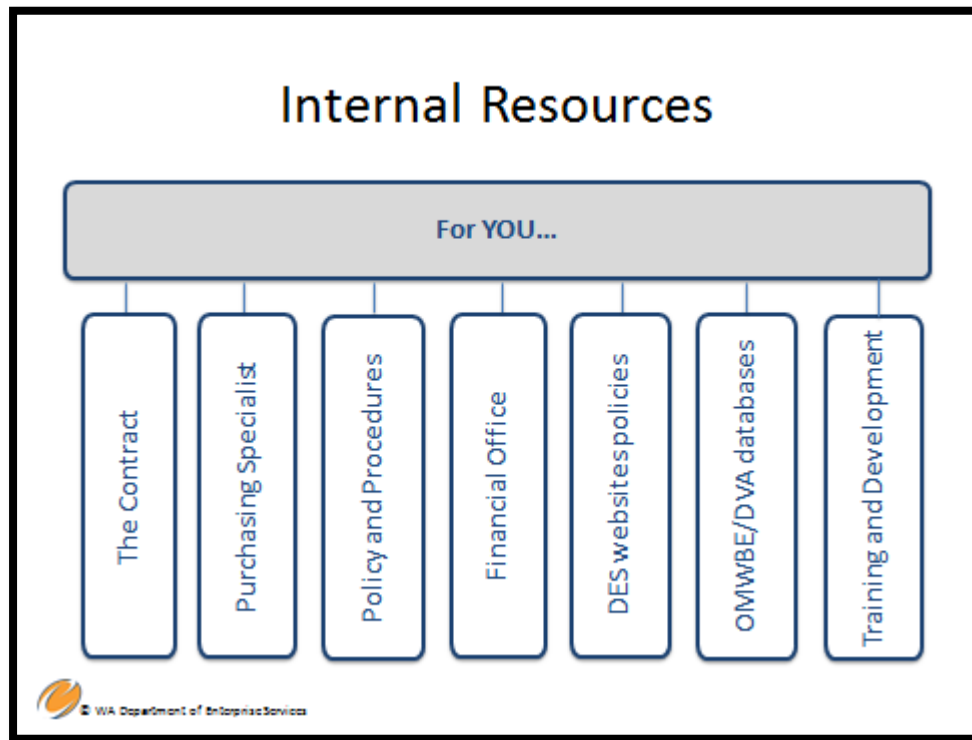
Examples of When NOT to Use a Purchase Card:

- When against the state or agency's policy to do so.
- For services not yet rendered (do not pre-pay).
- When the purchase is not within your agency's policy.

It is important to use the purchase cards that your agency authorizes you to use. For example, it is not okay to reserve a room for travel using the purchase card.

Notes

Slide 46 – Internal Resources



The following are examples of direct buy resources that may be useful to you when making a small purchase.

- The Contract – For example, a master contract, a convenience contract, direct buy.
- Purchasing and/or Procurement Specialist
- Your agency's Policy and Procedures
- Your agency's Financial Office
- DES website's policies
- OMWBE (Office of Women's Business Enterprises) and DVA (Department of Veterans Affairs) Database Training and Development

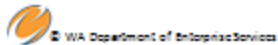
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Slide 47– Summary & Key Points

Summary & Key Points

- The purpose of the PCard program is to improve the efficiency, flexibility and convenience related to purchasing goods and services
- A Qualified Master Contracts list identifies pre-qualified vendors
- Direct Buy purchases do not require a competitive procurement process
- An agency's delegated authority is a result of a risk assessment
- Multiple tools exist to assist in making small purchases



In this course, you learned:

- The purpose of the PCard program is to improve the efficiency, flexibility and convenience related to purchasing goods and services
- A Master Contracts list identifies pre-qualified vendors
- Direct Buy purchases do not require a competitive procurement process
- An agency's delegated authority is a result of a risk assessment
- Multiple tools exist to assist in making small purchases

To learn more about Contract Management and Procurement for the State of Washington consider taking the following additional core training:

- WA-State Contract Management 101
- WA-State Purchasing and Procurement 101

As always, work with your immediate supervisor on future individual development planning and training.

Notes

Slide 48 – Questions

QUESTIONS

Any questions after the course?
Call Cheryl Shaw at (360) 407-9376.

Contact Cheryl A. Shaw, Contract and Legal Services Training Manager, Department of Enterprise Services
1500 Jefferson St SE
Olympia, WA 98504

Notes

Notes

Resources:

- DES <http://des.wa.gov>
- PCard FAQ
<http://des.wa.gov/services/ContractingPurchasing/Purchasing/Pages/PurchasingVisaFAQ.aspx>
- Policies <http://www.des.wa.gov/about/pi/ProcurementReform/Pages/Policies.aspx>
- Policy # DES-125-03 - Direct Buy Procurements/Purchases
http://des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/DirectBuyProcurementPurchases_3-7-13.pdf
- Policy # DES-140-00 - Sole Source Exemptions
http://www.des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/SoleSourceContractingPolicy_3-7-13.pdf
- Policies, Training and Resources
<http://des.wa.gov/services/ContractingPurchasing/PoliciesTraining/Pages/default.aspx>
- Purchase Card Program website
<http://www.des.wa.gov/services/ContractingPurchasing/Purchasing/Pages/PurchasingVisaProgram.aspx>
- Minority and Women's Business Enterprises <http://omwbe.wa.gov>
- Qualified Master Contracts
- Technology Consulting and Purchasing
<http://des.wa.gov/services/IT/ITContracts/Pages/TechnologyBrokering.aspx>
- Technology Leasing: <http://des.wa.gov/services/IT/ITContracts/Pages/Technology-Leasing.aspx>
- Technology Master Contracts
<http://des.wa.gov/services/IT/ITContracts/Pages/default.aspx>
- Resources, such as forms, links, training guides and rules are available on the DES site at <http://des.wa.gov/services/ContractingPurchasing/Pages/default.aspx>

OFM SAAM Manual

<http://www.ofm.wa.gov/policy/SAAM.pdf>

SAAM 10.10.45 – Use of the State Charge Card System, when required, to purchase travel

<http://www.ofm.wa.gov/policy/10.10.htm>

SAAM 45.10 – Purchase Card Programs

<http://www.ofm.wa.gov/policy/45.10.htm>

SAAM 45.10.10 – Purpose of this chapter
<http://www.ofm.wa.gov/policy/45.10.htm>

SAAM 45.20.15a – Card issuance, changes and cancellation
<http://www.ofm.wa.gov/policy/45.20.htm>

SAAM 45.20.35 – Payment for purchase card transactions
<http://www.ofm.wa.gov/policy/45.20.htm>

SAAM 45.10.40 – Acceptable use of purchase cards
<http://www.ofm.wa.gov/policy/45.10.htm>

SAAM 45.10.60 – Agency responsibilities
<http://www.ofm.wa.gov/policy/45.10.htm>

RCW 28B10.029 Property purchase and disposition – Independent printing production and purchasing authority – Purchase of correctional industries products
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.10.029>

RCW 39.26– Procurement of Goods and Services
<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26>

RCW 39.26.010 – Definitions
<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.010>

RCW 39.26.070 – Convenience Contracts
<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.070>

RCW 39.26.110 - Training
<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.110>

RCW 39.26.125 – Competitive Solicitation-Exceptions
<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.125>

RCW 39.26.140 – Sole Source Contracts
<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.140>

RCW 42.52 – Ethics in Public Service
<http://app.leg.wa.gov/rcw/default.aspx?cite=42.52>



Contact Us By Phone

For questions, feel free to contact us by phone at 360-407-2200.

Locations & Directions

Our headquarters office is at 1500 Jefferson, on the Capitol Campus in Olympia, Washington. DES operations are also located throughout the state.

[Enterprise Services headquarters at 1500 Jefferson Building](#)

[Other Enterprise Services locations](#)

DES Headquarters at 1500 Jefferson Building

The headquarters of Enterprise Services is the 1500 Jefferson Building, which will also serve as the state's new data center. The building is part of state government's historic Capitol Campus and is the newest structure built on the grounds since 1992.

Mailing Address

Washington State Department of Enterprise Services PO Box 41401 Olympia, WA
98504-1401

Physical Location

1500 Jefferson Street SE Olympia, WA 98501 - [Map](#)