



Purchasing Department

General Campus Guidelines for Buying Goods and Services

The Board of Trustees has delegated purchasing and contracting authority to the President, who has further delegated authority to the Vice President for Business Administration, Purchasing Department Staff, and campus community. The authority includes purchases up to \$100,000; over this dollar threshold, the Board of Trustees to approve.

The Purchasing Department, designated as the Procurement Authority for Green River College, is responsible to purchase goods and services following all applicable laws, rules, and regulations. Green River College purchases shall be consistent with RCW 28B.10.029, RCW 39.26, and while maintaining independent authority as specified in RCW 28B.10.029, with policies established by the WA Department of Enterprise Services (DES).

The campus community, needing to acquire any goods and/or services, provides funding authority to the Purchasing Department by completion of a requisition in the state community and technical college ERP system (ctcLink) along with the required system approvals. Each approved requisition should consist of detailed specifications, scope of services, funding source, and relevant notes and/or attachments.

Approved Procurement Card (Pcard) Users throughout the campus community have the authority to buy goods and services up to their designated single-transaction threshold. Purchases exceeding this threshold require approval from the Purchasing Department.

Purchases not conforming to the purchasing procedures may not be considered binding upon Green River College. Any obligation arising from an unauthorized purchase may become the responsibility of the individual placing the order.

The Purchasing Department holds the original Green River College purchasing and contract documents in accordance with WA State Records Management guidelines.

