

**University of Washington Purchasing Services**  
**3917 University Way NE, Seattle, WA 98105**  
**(Ph) 206-543-5810 (Fax) 206-356-3854**  
**<http://www.washington.edu/admin/purchstores/>**

## **Doing Business with the UW**

- Purchasing is done in many ways: directly by campus clients using pcard, eProcurement, and purchase orders through Purchasing.
- Departments limited to buying goods & services under \$3,300, unless using eProcurement or going through Purchasing
- Purchasing Services - 12 buyers, 8 SCMs, 4 purchasing managers – have delegated purchasing authority for UW
- We buy for all three campuses and med center
- Variety of activities we support: med center, worldwide research and education operations, research ships, scientific research, student housing operations, facilities
- Med Center (UWMC) purchases supplies through Materials Management. Purchasing handles capital equipment and services contracts for UWMC.
- Harborview (HMC) has its own Purchasing Dept.
- Purchasing handles over \$250 million in transactions/year – using primarily federal, foundation and gift money. (Less than 18% is state funds)
- Send company info to us - see Purchasing website for vendor registration form:  
<http://www.washington.edu/admin/purchstores/docs/>
- We have a number of long term contracts: office products, food, janitorial, medical supplies, scientific supplies, temp med services, temp clerical services, copiers, etc
- Long term contracts are generally rebid every 3-5 years
- We buy: IT software hardware, scientific and medical equipment and services, scientific chemicals/reagents, consulting services, industrial equipment & maintenance/repair services, oceanographic/marine, electronics, A/V, furniture, catering
- Competition required unless sole source (over \$3,300)
- Direct buy limits: IT (up to \$10K), consulting services (\$5K), purchased goods & services (\$3,300)
- Informal limit (quotes) up to \$100K, \$20K, \$46,200 respectively
- Formal sealed bids required above these limits
- Bids/RFPs are advertised in Seattle DJC on Fridays. Also post some in WEBS system.