

## PURCHASING GRID

Purchase	Approval/Signature Authority on Purchase Request		Processing Responsibility		
	Superintendent/Regional or Field Administrator/Senior Director of Operations/Deputy Assistant Secretary for Prisons/HR Director	Secretary/Deputy Secretary/Chief of Staff/Assistant Secretaries/Budget Director	Local Procurement/Supply Support Specialist	Regional Procurement/Supply Specialist/designee	Headquarters Procurement/Supply Specialist/designee
<b>Under Delegated Authority</b>					
Under \$5,000 including use of purchasing card	X		X		
\$5,000 - \$50,000	X			X	
\$50,000+		X			X
<b>Pre-Approved Equipment List Items</b>					
Under \$5,000 including use of purchasing card	X		X		
\$5,000 - \$50,000	X			X	
\$50,000+		X			X
<b>DES Mandatory State Contracts</b>					
Up to \$10,000			X		
\$10,000 - \$50,000	X			X	
\$50,000+		X			X
<b>Exceptions (unlimited):</b>					
· Inventoried food	X		X		
· Inventoried fuel					
· Pharmacy purchased pharmaceuticals only		X	X		
· Inventoried Officer & Offender Clothing	X		X		
<b>Capital Facility Contracts</b>					
Under \$5,000	X		X		
\$5,000 - \$10,000	X			X	
\$10,000+	X				X
<b>Items Not Covered by Contract or Delegated Authority</b>					
Janitorial Services not included in the building lease agreement	X			X	
All other items	X				X

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<b>Emergency Purchases per RCW 39.26.130</b>					
All	X	X	X	X	X
<b>Office Moves</b>					
All	X	X		X	X