Goods & Services Purchased with **University** or **Non-Federal Sponsored** Funds Complete: Submit form via email to **Exemption from** WCF & WCF Procurement Int'l Engagement Request Form FD at CCASFA@gwu.edu Services Competition Exemptions **Forms** Int'l Engagement Request Ltr² for approval. A Service or Good Service Dept/Division needs to be purchased Service Service under to be performed complete a with university or nonprovider an previously executed outside of the federal sponsored WCF.1 contract? ndividual? US?1 See iBuy+ funds. **Expense Report** flowchart. Check Ibuy.gwu.edu Purchase for the good/ Purchase Purchase less Make purchase Submit iBuy+ prohibited from service. If **Purchase Complete** Goods exempt from than \$3,500 with P-Card. expense report. competition? Pcard? unavailable, find suitable vendor. Request one-time increase to P-Invoice PO Requisition card limit to CCASFA@gwu.edu If equipment purchase with **Process** Purchase less **Process** Y for FD approval with a copy of the sponsored funds, must follow than \$25K? quote. If FD does not approve. the PO Requisition Process. Dept requisitioner follow Invoice Process. Secure goods Send Required Documents completes requisition from vendor. to Procurement: (REQ) request in EAS. Work with Sole/Single/ • Supplier Selection Memo Procurement to Named Source? (SSM) Procurement will acquire Obtain invoice. complete purchase/ Quotation (For \$25,001-150K) the commodity & convert Item/Service only • Bid/Proposal (for \$150K+) REQ into a PO. available from a single source Submit invoice to AP for payment. At time of purchase, \$25,001-Above provide PO # to the Vendor \$150,000? \$150,000? for invoicing. For goods, "receive" the goods in EAS for payment. Purchase 3 written quotes provided by Procurement Formal Solicitation via RFP or Bid conducted by For services, submit Complete or requestor. Procurement (unless delegated). invoice to AP for Payment. Send Docs to Procurement: Send Docs to Procurement: • Requirements document Notes: · Scope of work or specifications For RFPs: Copies of quotes received Requirements Document 1. Individuals or LLCs must have a Worker Classification Form (WCF) completed by the hiring Dept/Div UNLESS exempted. attached to requisition Scope of Work 2. If services performed will be outside of the US, the International Engagement Request Form and Letter must be completed. Supplier Selection memo (SSM)⁵ **Evaluation Criteria** Obtaining the required approvals may take some time, so considering this when scheduling the services. For more information: **Evaluation Committee Composition** https://hr.gwu.edu/international-hires-and-placements. For Bids: 3. Prohibited P-Card Purchases: https://procurement.gwu.edu/cardholder-responsibilities. Some purchases such as gift cards Work with Specifications awarded on price and flowers may be purchased via Pcard with prior approval. If unsure, check with your FD. Procurement to 4. Purchase refers to a Single Transaction which may consist of one or many items. Splitting a larger order into multiple complete purchase/ transactions to keep transactions under \$3.5K is prohibited. 5. Supplier Selection Memo needs to justify decision for award unless sourced by Procurement Columbian College Owner: Lee, Emprisia Creation Date: 10/23/2017

of Arts & Sciences

Modified by:

Modified Date:

For more information, please see Section 2 of the CCAS Staff Manual and Resource Guide.