



30.00

Equipment and Software Purchase and Lease Restrictions

On February 15, 2010, the Governor signed Engrossed Substitute House Bill 2921. This bill restricts the acquisition of equipment costing more than \$5,000 effective March 17, 2010 through June 30, 2011.

30.00.05

March 17, 2010

Who must comply with these restrictions?

All executive, legislative, or judicial branch agencies must comply with the policies in this section.

30.00.10

March 17, 2010

Equipment and software purchases and leases restricted

Agencies shall not acquire through purchase or lease any item of equipment or software the cost of which exceeds \$5,000. Exceptions may be granted as set forth in Subsection 30.00.20.

The restriction does not apply to the following equipment purchases or leases:

- related to an emergency or other catastrophic event that requires government action to protect life or public safety;
- for the unemployment insurance program of the Employment Security Department;
- funded exclusively from private or federal grants;
- related to tax and fee collection, revenue generation, and auditing activities;
- necessary to receive or maintain federal funds by the state;
- for institutions of higher education, not funded from state funds or tuition;
- necessary for the completion of a project funded in the omnibus capital or transportation appropriations acts;
- for the operational divisions of the Department of Information Services;
- related to the continuation, renewal, or establishment of maintenance for existing computer software licensing and existing computer hardware; or
- related to the Judicial Information System technology projects.

30.00.20

August 24, 2010

Exceptions to restrictions

30.00.20.a

Exceptions to the equipment purchase and lease restrictions may be granted for **critically necessary work** subject to the following approvals:

- For executive branch agencies, the Director of the Office of Financial Management or designee;
- For judicial branch agencies, the Chief Justice of the Supreme Court; and
- For legislative agencies, the Chief Clerk of the House of Representatives and/or the Secretary of the Senate.

The form to request exemptions can be found on the Office of Financial Management (OFM) website at: <http://ofm.wa.gov/exemptionrequests>. With the exception of printing and copying equipment, requests are to be filed with OFM. For printing and copying equipment exemption requests, refer to Subsection 30.00.20.b.

Approved exemptions to the equipment purchase and lease restrictions take effect five business days following notification of the appropriate legislative committees, and shall be sent to the legislature for consideration every thirty days or earlier should volume or circumstances so necessitate.

Exemptions will be published electronically by OFM on the state fiscal website at: www.fiscal.wa.gov.

30.00.20.b

The following procedures are to be followed by executive branch agencies for printing and copying equipment exemption requests:

- Agencies, boards and commissions are to submit an exemption request to purchase printing and copying equipment to the Department of Printing (State Printer).
- The State Printer will review the request and verify if a compliant print assessment has been completed or recommend that an assessment be done.
- If a compliant print assessment has been completed, the State Printer will sign off on the exemption request form and submit the form to OFM for review and approval.