



Washington State Association of Permit Technicians

Purchasing Policy

The purchasing policy is intended for any purchase by WSAPT, including but not limited to: Travel, Supplies, Incentives, Gifts and Conference Costs.

- Purchases under \$250.00 may be made on a discretionary basis without solicitation of bids upon authorization of the majority of the WSAPT Executive Board.
- Purchases from existing suppliers will not be required to solicit bids unless the amount has increased 25% or more over the previous contract amount.
- Services documented as sole source with a cost of \$500.00 or less, may be purchased without bids with approval of the WSAPT Executive Board (i.e., computer software or upgrades to existing systems).
- Rental, lease and repair agreements for equipment up to \$1000.00 will be exempt from the solicitation of bids but will require the majority approval of the WSAPT Executive Board.
- Contract purchases for semi-annual conference accommodations where the cost exceeds \$5,000.00 will require the solicitation of bids from like vendors (minimum of two bids). Contract approval procedures remain in effect as outlined in the WSAPT Association Bylaws.
- Equipment and supply purchases over \$1000.00 shall be required to have Executive Board and membership approval.