



# Purchase Authorization Form

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388  
 1500 Harvard Avenue, Seattle WA 98122-3803 | www.seattlecolleges.edu

<b>Authorization Number:</b>					
<b>Date:</b>		<b>PCard Number:</b>			
<b>Requisitioner:</b>					
<b>Buyer:</b>					
<b>Default Chartfield String</b>					
<b>GL Unit</b>	<b>Account</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Appr</b>	<b>Dept</b>
<b>Class</b>	<b>State Purpose</b>	<b>PC BUS Unit</b>	<b>Project</b>	<b>Activity</b>	
<b>Not to Exceed Amount:</b>					
<b>Reallocation</b>					
<b>GL Unit</b>	<b>Account</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Appr</b>	<b>Dept</b>
<b>Class</b>	<b>State Purpose</b>	<b>PC BUS Unit</b>	<b>Project</b>	<b>Activity</b>	
<b>Vendor:</b>					
<b>Purchase Amount:</b>					
<b>Description of Goods/Services Purchased and Justification:</b>					
Purchase(s) Approval Made on Monthly Bases			Yes <input type="checkbox"/>		
<b>Approved by:</b>					
<b>Signature:</b>					
<b>Name:</b>					
<b>Title:</b>					

**PURCHASING FROM A MINORITY/WOMEN OWNED BUSINESS:**  
 Seattle Colleges encourages and expects supplier diversity from employees entrusted with purchasing authority. Where there is discretion to select a firm, or vendor, to provide goods or services employees will take fully into account whether Minority, Women, or Disabled Veteran-Owned Business Enterprise (MWBE) are available to meet the given need. This factor should be equally considered along with competitive pricing, quality products, and customer service.

## Instruction

Please find attached a copy of the revised version of the Purchase Authorization Form. For the purchase of simple transactions, for example miscellaneous office supplies, the use of the form is optional. However for more complex purchases, for example event registration, the use of the form is suggested. Listed below are the fields found in the form and how they are to be filled out:

Field Name	Description
Authorization Number	The field is 10 characters long. It is composed by the Department Number + 00001. Department is to track the authorization numbers that have been used to avoid duplication. Required Field
Date	Suggested field size is 8 characters long. Date format should be MM/DD/YYYY. Required Field
PCard Number	The suggested field is 9 characters long. It is filled out using the last 8 digits of the card. Required Field
Requisitioner	Please be reminded that State policy dictates that only authorized PCard users be allowed access to the procurement card. If the requisitioner is the same person as the buyer, then the Requisitioner field can be left blank. Optional Field
Buyer	Authorized PCard user. Please be reminded that by State policy an authorized Procurement Card user must have the following: <ul style="list-style-type: none"> <li>1. Signed Card Holder Agreement</li> <li>2. Completed the State mandated trainings: <ul style="list-style-type: none"> <li>a. Procurement &amp; Purchasing Ethics</li> <li>b. Washington State Small Purchases</li> </ul> </li> </ul> Required Fields
Default Chartfield String	
GL Unit	This is a static field. The default value is WA060 which represent Seattle Colleges. Required Field

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Account	The field is 7 characters long. The default value for majority of procurement cards is 5030010 which represents the commodity of miscellaneous supplies and materials (SOBJ: EA) Required Field
Operating Unit	The field is 7 characters long. The value is dependent on the college your department is aligned: <ol style="list-style-type: none"> <li>1. 7060 – District</li> <li>2. 7062 – Seattle Central - Includes Seattle Maritime Academy and Wood Technology Center, PAC</li> <li>3. 7063 – North Seattle College</li> <li>4. 7064 – South Seattle College - Includes Georgetown Campus, New Holly</li> </ol> Required Field
Fund	The field is 3 characters long. Required Field
Appr	The field is 3 characters long. If your budget is grant funded, then this field is required. Optional Field
Department	This field is 5 characters long Required Field
Class	This field is 3 characters long Required Field
State Purposes	This field is 1 character. The value is dependent on the nature of the commodity purchased. <ol style="list-style-type: none"> <li>1. Y – IT related commodity or service</li> <li>2. X – IT related commodity. This value is only used by the IT Department.</li> <li>3. N – Non IT related commodity</li> </ol> Required Field
PC Business Unit	This field is 5 characters long. If your budget is grant funded then this field will be required and will have a static value of WA060. Optional Field
Project	This field is 10 characters long. If your budget is grant funded this field is required.

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	Optional Field
Activity	The field length varies. If your budget is grant funded, this field is required. Optional Field
Not To Exceed Amount	The value of this field is currency. It is dependent on the Approving Officer/Manager. When making a purchase, if a hard dollar limit is given as the spend ceiling, then the value will be entered here. Optional Field
Reallocation Chartstring	If the Account Index value of the default chartstring is different from the chartstring value of the actual spend, then the indexes must be entered here.
GL Unit	This is a static field. The default value is WA060 which represent Seattle Colleges. Optional Field – Only needed if reallocating
Account	The field is 7 characters long. The value is dependent on the commodity that is purchased. Optional Field – Only needed if reallocating
Operating Unit	The field is 7 characters long. The value is dependent on the college your department is aligned: <ul style="list-style-type: none"> <li>1. 7060 – District</li> <li>2. 7062 – Seattle Central - Includes Seattle Maritime Academy and Wood Technology Center, PAC</li> <li>3. 7063 – North Seattle College</li> <li>4. 7064 – South Seattle College - Includes Georgetown Campus, New Holly</li> </ul> Optional Field – Only needed if reallocating
Fund	The field is 3 characters long. Optional Field – Only needed if reallocating
Appr	The field is 3 characters long. If your budget is grant funded, then this field is required. Optional Field – Only needed if reallocating
Department	This field is 5 characters long Optional Field – Only needed if reallocating

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Class	This field is 3 characters long Optional Field – Only needed if reallocating
State Purpose	This field is 1 character. The value is dependent on the nature of the commodity purchased. <ol style="list-style-type: none"> <li>1. Y – IT related commodity or service</li> <li>2. X – IT related commodity. This value is only used by the IT Department.</li> <li>3. N – Non IT related commodity</li> </ol> Optional Field – Only needed if reallocating
PC Business Unit	This field is 5 characters long. If your budget is grant funded then this field will be required and will have a static value of WA060. Optional Field
Project	This field is 10 characters long. If your budget is grant funded this field is required. Optional Field – Only needed if reallocating
Activity	The field length varies. If your budget is grant funded, this field is required. Optional Field – Only needed if reallocating
Vendor	This field is approximately 175 characters long. You enter the vendor/merchant's name here. Required Field
Purchase Amount	This field is to be left blank. Please be reminded that you are creating the Purchase Authorization Form pre-purchase. As such, the final due amount is unknown.
Description of Goods/Services Purchased & Justification	This field is actually composed of 12 individual lines. Each line is approximately 175 characters long. A brief description of the good or services purchased and a justification for the spend is entered here. NOTE: You do not itemize what goods/services you purchased. Your receipt, or invoice, should list the goods or services you purchased. A short description of the general nature of the commodity, or services, is to be entered and a justification of why the spend was necessary. For example, Miscellaneous laboratory supplies for biology laboratory. Supplies to be used for Biology 100 laboratory.

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Purchase(s) Approval Made on Monthly Basis	This is a check box. Unless otherwise instructed by your Approving Officer/Manager, the box is usually selected. However, if your Approving Officer/Manager requires you to present a Purchase Authorization form to him/her prior to every purchase, then leave this check box as false.
Signature	This field is for electronic, or actual, signatures. This field is required if your are reallocating to another budget other than your department. This is your authorization to charge another department's budget
Name	This field is approximately 100 characters long. You enter the name of your Approving Officer/Manager here. Or, in the case of a reallocation, the name of the individual who has budget authority that will allow you to charge his/her budget.
Title	This field is approximately 1000 character long. Your enter the title of your Approving Officer/Manager her. Or, in the case of a reallocation, the title of the individual who has budget authority that will allow you to charge his/her budget.

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<b>Authorization Number:</b>		1280000001			
<b>Date:</b>	09/02/2021	<b>PCard Number:</b>	9999-9999		
<b>Requisitioner:</b>					
<b>Buyer:</b>		John Doe			
<b>Default Chartfield String</b>					
<b>GL Unit</b>	<b>Account</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Appr</b>	<b>Dept</b>
WA060	5030010	7060	149		12800
<b>Class</b>	<b>State Purpose</b>	<b>PC BUS Unit</b>	<b>Project</b>	<b>Activity</b>	
083	N				
<b>Not to Exceed Amount:</b>					
<b>Reallocation</b>					
<b>GL Unit</b>	<b>Account</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Appr</b>	<b>Dept</b>
WA060					
<b>Class</b>	<b>State Purpose</b>	<b>PC BUS Unit</b>	<b>Project</b>	<b>Activity</b>	
<b>Vendor:</b>		Amazon.com			
<b>Purchase Amount:</b>					
<b>Description of Goods/Services Purchased and Justification:</b>					
1. Miscellaneous Office Supplies for Department					
Purchase(s) Approval Made on Monthly Bases		Yes <input checked="" type="checkbox"/>			
<b>Approved by:</b>					
<b>Signature:</b>					
<b>Name:</b>		Jane Doe			
<b>Title:</b>		Epress			

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<b>Authorization Number:</b>		1280000002			
<b>Date:</b>	09/02/2021	<b>PCard Number:</b>	9999-9999		
<b>Requisitioner:</b>	John Apple Seed				
<b>Buyer:</b>	John Doe				
<b>Default Chartfield String</b>					
<b>GL Unit</b>	<b>Account</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Appr</b>	<b>Dept</b>
WA060	5030010	7060	149		12800
<b>Class</b>	<b>State Purpose</b>	<b>PC BUS Unit</b>	<b>Project</b>	<b>Activity</b>	
083	N				
<b>Not to Exceed Amount:</b>					
<b>Reallocation</b>					
<b>GL Unit</b>	<b>Account</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Appr</b>	<b>Dept</b>
WA060	5081100	7060	146		15400
<b>Class</b>	<b>State Purpose</b>	<b>PC BUS Unit</b>	<b>Project</b>	<b>Activity</b>	
185	N				
<b>Vendor:</b>	Amazon.com				
<b>Purchase Amount:</b>					
<b>Description of Goods/Services Purchased and Justification:</b>					
1. Conference Registration for John Apple Seed (Essence of Moder Era Apples, New York New York, May 15, 2021 to May 22, 2021					
<b>Purchase(s) Approval Made on Monthly Bases</b>		Yes <input checked="" type="checkbox"/>			
<b>Approved by:</b>					
<b>Signature:</b>					
<b>Name:</b>		Jane Doe			
<b>Title:</b>		Epress			

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