

PS31127-R-002-R  
RUN DATE: 04/16/09  
RUN TIME: 11:24

PURCHASING/ACCOUNTS PAYABLE SYSTEM  
REQUISITION AND ADDON LISTING  
\* \* \* CONFIRMING \* \* \*

PAGE: 1

W630701

*Exhibits NW Inc*

\*\* BIENNIUM CLOSING \*\*

PURCHASE REQUISITION DATE ENTERED: 04/07/09

\*\*\* FOR 07-09 BIENN \*\*\*

BUDGET	BUDGET#	DEPT CONTACT	PHONE	* INVOICE *
TITLE: EXT AFF MARKETING	01-4401	KATHRYN DAUGHHETEE	(206)543-2482	* BOX NUMBER *
DEPT: MARKETING	DEL NO LATER THAN	TECH CONTACT	PHONE	* 351210 *
	00/00/00	CATHERINE WESTERGAARD	206-543-8364	*****
DELIVER TO:				
MARKETING - EXTERNAL AFFAIRS	NO EARLIER THAN	SERVICE BEGIN	SERVICE END	READY *****
400 GERBERDING HALL	00/00/00	00/00/00	00/00/00	TO * *
SEATTLE	WA 98195-1210			FILE * *
	BOX: 351210			*****
ATTN:		ASSIGNED TO SUSAN MALYSIAK		

PURCHASE ORDER		* GRAND *
SIGNED BY: * ERI	NSF : 39.29 : 28B.20 : 43:105 : OTHER *	* TOTAL \$ 3,634.60 * FOR 1 ITEM

REVIEWER NOTES:

EIO: USE OBJECT 05-40 ON ITEM 001

REQUISITION-HISTORY

STATUS	PERFORMED	BY	ACTION
090: PERFORM ENCUMBRANCE	04/07/09 12:30	CATHERINE WESTERGAAR	ENCUMBERED
300: OBTAIN EQUIPMENT INVENTORY APP	04/07/09 14:03	ANNE LAWSON	ON HOLD
300: OBTAIN EQUIPMENT INVENTORY APP	04/08/09 7:02	MARTIN CRABB	REJECTED
090: PERFORM ENCUMBRANCE	04/16/09 10:21	CATHERINE WESTERGAAR	ENCUMBERED
300: OBTAIN EQUIPMENT INVENTORY APP	04/16/09 10:24	MARTIN CRABB	APPROVED
400: BUYER TO BE ASSIGNED	04/16/09 10:33	NORMA CHUA	ASSIGNED TO MR1
500: RELEASED TO BUYER	04/16/09 10:33	NORMA CHUA	RELEASED TO MR1

SOLE SOURCE JUSTIFICATION

PREPARED BY  
CATHERINE WESTERGAARD  
2065438364  
ADDITIONAL PANELS TO MATCH AND INTEGRATE WITH  
EXISTING CUSTOM-DESIGNED DISPLAY SYSTEM.

*2 copies  
sm*

420490

PS31127-R-002-R  
RUN DATE: 04/16/09  
RUN TIME: 11:24

PURCHASING/ACCOUNTS PAYABLE SYSTEM  
REGISTRATION AND ADDON LISTING  
\*\*\*\*\*  
\*\*\*\*\*

PAGE: 2

W630701

PURCHASE REGISTRATION  
DATE ENTERED: 04/07/09  
\*\*\* FOR 07-09 BIENN \*\*\*  
\*\* BIENNIVM CLOSING \*\*

VENDOR VENDOR-NUMBER 232337-01  
EXHIBITS NW INC  
1083 INDUSTRY DR

WRITTEN ORDER  
PHONE ORDER  
CONFIRMING P.O.  
SHIP VIA  
TERMS  
VENDOR CONTACT

SEATTLE  
WA 98188-0000  
ATTN: 206-246-3709

ITEM G/C COM-CODE DESCRIPTION:  
QUANTITY UNIT UNIT PRICE ITEM PRICE OB-SB-SS  
\*\*\*\*\*  
CONFIRMING \*\*\*\*\*

001 0000-00 ADDITIONAL "SHOWCASE WALL" FLOATING GRAPHICS 1.00 EA 3,319.270 3,634.60 05 40 00  
SYSTEM GRAPHIC PANELS.

ADDON DATA FOR BUDGETS:

01-4401 EXT AFF MARKETING START: 00/00/00 END: 00/00/00 SHARE-% 100 SHARE-\$ 0.00  
FUNDING SOURCE PHONE:  
TASK OPTION PROJECT: RBI OTH MKTCSV  
CLASSIFICATION  
CONTRACT



**DELIVERY  
RESTRICTIONS:  
See #15 OF GENERAL  
TERMS AND  
CONDITIONS**

WA 98188

FOB· DEST, PREPAY/ADD

Delivery Date\*  
(Except as noted below\*)

<http://www.washington.edu/admin/purchstores/docs>

FILE COPY

543-5817

**UW Purchasing Department: Purchase Documentation/Checklist**

**Contract/Solicitation Number/Req#**

630701

☐ Modify / Amend

**I. Purchasing Authority**

- ☒ 43.19 (GA/ERI) ☐ 39.29 OFM Authority ☐ 43.105 DIS Authority  
☐ 43.78 Public Printer ☐ Non-State Funds-Discretionary ☐ Other

**II. Pre-Approvals**

- ☐ Regents Item or other delegation  
☐ EHS Approval/notification required  
☐ Animal Care Committee approval  
☐ I-TAC approval ☐ DIS/ISB approval  
☐ Police Dept Firearm approval  
☐ Other:

**IV. Basis for Vendor Selection**

- ☒ **Sole Source**  
☐ Medical Surgical Decision/Prescription  
☒ **Sole Source** Justification via:  
☒ Note on Requisition  
☐ Statement attached, dated \_\_\_\_\_  
☐ Replacement/repairs parts  
☒ Compatible with current Equipment  
☒ Continuity of Research/Service- see previous  
PO# 420490  
☐ Original Equipment Manufacturer (OEM)  
☐ Extension: Existing Contract # \_\_\_\_\_  
☐ Only Single offer received after Competitive Solicitation  
☐ Emergency Purchase  
☐ Government Agency  
☐ Other: \_\_\_\_\_

**VI. Other Purchase Considerations**

- ☐ UWMC HIPPA BA Agreement required/attached  
☐ Foreign order: Foreign Terrorist website checked  
☐ Medical orders: OIG database checked  
☐ Exclusion logging completed

*Mailed*  
 Faxed (date): 4-17-09

- ☒ PO ☐ 7.1.3a ☐ 7.1.3b ☐ Quote

**III. Competitive Solicitation**

- ☐ ITB ☐ RFQ ☐ RFP ☐ RFQQ  
☐ Vendor List attached  
☐ Solicitation and terms attached  
☐ Vendor Responses attached  
☐ Recap of Vendor Responses  
☐ Awarded to responsive/responsible Bidder(s) - see Recap  
☐ Contract attached  
☐ Master Contract/Price Agreement  
☐ Referenced on PO  
 Title: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
☐ Biz Trak (MWBE) notification (attached)  
☐ Extension of existing competitive contract  
 Exp. Date: \_\_\_\_\_

**V. Price Considered Fair/ Reasonable based on:**

- ☐ Adequate Competition  
☐ Pricing Documentation filed with Master Contract or Pricing Agreement  
☒ Buyer knowledge of market AND:  
☒ T&C 39B (order to \$10K)  
☐ Published Price List for Commercial Items (unit price <\$25K and total order <\$250K)  
 Dated: \_\_\_\_\_ Titled: \_\_\_\_\_  
☐ Included in quote (Include Var./304 in PO)  
☐ Price List on file in Buyer's office  
☐ Price Warranty Checklist Attached  
 (unit price <\$25K and total order <\$250K)  
☐ Price Analysis (sole source commercial item > \$25K unit price or > \$250K total contract amount)  
☐ Cost Analysis (custom/non-commercial item)

**VII. Review Checklist/Signatures**

Prior Amount \$ \_\_\_\_\_ M&A Amount \$ \_\_\_\_\_ **Total Order Amount \$** 3,319,27

**Reviews/Signature Authority**

- ☐ Within Buyer/SCM Authority Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Within Manager Authority Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Within Associate Director Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Within Director Authority Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Greater than \$1M (Senior Director) Initials \_\_\_\_\_ Date: \_\_\_\_\_

**Buyer 1:** \$10k **Buyer 2:** \$25k or Bid Limit **Buyer 3:** \$50k or \$125K **SCM:** \$150 or \$250K **Manager:** \$500K  
**Associate Director:** \$750K **Director:** \$1M

## UW Purchasing Department: Purchase Documentation/Checklist

IF THIS ACQUISITION IS FEDERALLY FUNDED PLEASE REFER TO THE FOLLOWING:

THIS SECTION TO BE USED ONLY FOR FEDERALLY FUNDED (CONTRACTS AND GRANTS) PURCHASES:

☐ Federally Funded purchase:

☐ **Grant funded purchase:** attach 7.1.3b grant flowdowns. (If both Grant and Contract funded purchase, attach 7.1.3a contract flowdowns).

☐ **Contract funded purchase,** attach 7.1.3a contract flowdowns.

☐ Commercial item (must meet one of the following 8 definitions):

- ☐ 1. Any item(s) available for acquisitions to general public
- ☐ 2. Any item(s) evolved from previously available to general public item(s) that is not available in the market place, but will be available in time to meet

Government solicitation requirements

☐ 3. Item(s) that is offered to public with customization options or need minor customization not generally available to public

☐ 4. Any mix or combination of items mentioned (1,2,3,5) that are customarily sold in combination to public

☐ 5. Services (installation, maintenance, repair, training, other) in support of an item acquired or available to general public

☐ 6. Services that are offered in the marketplace in substantial quantities at pre-established catalogue or market pricing

☐ 7. Any item/service or combination of items/services above (1-6) that are notwithstanding the fact that an item(s)/service(s) is transferred between separate divisions, subsidiaries, or affiliates of a contractor

☐ 8. A non-developmental item developed and offered to multiple governmental entities by private entity

Note: For more details for above definitions please refer to FAR 2.101

☐ Non-Commercial R&D items

☐ Assoc. Director's approval required if order total exceeds "direct buy" limit

☐ Certs & Reps: >\$25K Federal grant –or- contract

☐ Dynamic Small Business Search printout attached: >\$100K Fed contract, for competitive and non-competitive purchases

☐ Small Business Subcontracting Plan: >\$550K Federal contract

☐ Certified Cost or Pricing data: sole source, non-commercial item >\$550K Federal contract

## **Susan Malysiak**

---

**From:** Sarah Shanahan  
**Sent:** Wednesday, March 24, 2010 2:54 PM  
**To:** Susan Malysiak  
**Cc:** Catherine Westergaard  
**Subject:** FW: PO# 630701  
**Attachments:** Quote\_UW\_02.04.10.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Susan-

Just wanted to follow-up on our request to increase the PO for Exhibits NW. Please let us know when you're able to do this...we're waiting to submit an invoice. Thanks!

-Sarah

**Sarah Shanahan**  
Associate Director, Finance & Operations  
UW Marketing



---

**From:** Sarah Shanahan  
**Sent:** Wednesday, February 24, 2010 9:04 AM  
**To:** Susan Malysiak  
**Cc:** Catherine Westergaard  
**Subject:** PO# 630701

Susan-

We'd like to increase the encumbrance on PO 630701 for Exhibits NW by \$3,219.30 for the additional production of table runners. Please see the attached estimate.

Let me know if you have any questions.

Thanks,  
Sarah

**Sarah Shanahan**  
Associate Director, Finance & Operations  
UW Marketing

Offices of University Advancement & External Affairs  
Mail: UW Tower-Box 359520, Seattle, WA 98195-9520  
Street: 4333 Brooklyn Avenue NE, UW Tower S-4  
206.685.0224 mobile 206.769.4026 fax 206.221.6341  
[sshanaha@u.washington.edu](mailto:sshanaha@u.washington.edu) [www.washington.edu](http://www.washington.edu)



Sabrina / University of Washington / sabsimon@uw.edu / 206-685-0280

## Table Runners

ITEM DESCRIPTION	UNIT COST	TOTAL COST
(20) 30" wide x 86" long Twill Table Runner "W" logo printed on a white twill table runner (Repeat from previous order)	144.50	2890.00
SUBTOTAL		2890.00
SHIPPING CHARGES		50.00
TAX		279.30
<b>TOTAL</b>		<b>3219.30</b>

**\*Normal turn around time is 7-8 working days from layout approval plus 5 days ground shipping.**

**UW Purchasing Department: Purchase Documentation/Checklist**

**Contract/Solicitation Number/Req#** 630701

☒ **Modify / Amend**

**I. Purchasing Authority**

- ☒ 43.19 (GA/ERI) ☐ 39.29 OFM Authority ☐ 43.105 DIS Authority  
☐ 43.78 Public Printer ☐ Non-State Funds-Discretionary ☐ Other \_\_\_\_\_

**II. Pre-Approvals**

- ☐ Regents Item or other delegation  
☐ EHS Approval/notification required  
☐ Animal Care Committee approval  
☐ I-TAC approval ☐ DIS/ISB approval  
☐ Police Dept Firearm approval  
☐ Other: \_\_\_\_\_

**IV. Basis for Vendor Selection**

- ☐ **Sole Source**  
☐ Medical Surgical Decision/Prescription  
☐ Sole Source Justification via:  
☐ Note on Requisition  
☐ Statement attached, dated \_\_\_\_\_  
☐ Replacement/repairs parts  
☐ Compatible w/current equip-match existing  
☐ Continuity of Research/Service- see previous PO# \_\_\_\_\_  
☐ Original Equipment Manufacturer (OEM)  
☐ Extension: Existing Contract # \_\_\_\_\_  
☐ Only Single offer received after Competitive Solicitation  
☐ Emergency Purchase  
☐ Government Agency  
☐ Advertising  
☐ Other: \_\_\_\_\_

**III. Competitive Solicitation**

- ☐ ITB ☐ RFQ ☐ RFP ☐ RFQQ  
☐ Vendor List attached  
☐ Solicitation and terms attached  
☐ Vendor Responses attached  
☐ Recap of Vendor Responses  
☐ Awarded to responsive/responsible Bidder(s)- see Recap  
☐ Contract attached  
☐ Master Contract/Price Agreement  
☐ Referenced on PO  
 Title: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 No: \_\_\_\_\_  
☐ Biz Trak (MWBE) notification (attached)  
☐ Extension of existing competitive contract  
 Exp. Date: \_\_\_\_\_

**V. Price Considered Fair/ Reasonable based on:**

- ☐ Adequate Competition  
☐ Pricing Documentation filed with Master Contract or Pricing Agreement  
☐ Government Agency-rates set by tariff  
☐ Buyer knowledge of market AND:  
☐ T&C 40B (order to \$10K)  
☐ Published Price List for Commercial Items (unit price <\$25K and total order<\$250K)  
 Dated: \_\_\_\_\_  
 Titled: \_\_\_\_\_  
☐ Included in quote (Include Var.1304 in PO)  
☐ Price List on file in Buyer's office  
☐ Price Warranty Checklist Attached (unit price<\$25K and total order <\$250K)  
☐ Price Analysis (sole source commercial item > \$25K unit price or > \$250K total contract amount)  
☐ Cost Analysis (custom/non-commercial item)

**VI. Other Purchase Considerations**

- ☐ UWMC HIPPA BA Agreement required/attached  
☐ Foreign order: Foreign Terrorist website checked  
☐ Medical orders: OIG database checked  
☐ Exclusion logging completed

Fax Eml Mail  
 Date 3-25-10  
☒ PO ☐ 7.1.3a ☐ 7.1.3b ☐ Quote

**VII. Review Checklist/Signatures**

**Total order Amount:** \$6538.57 Prior Amount: \$3319.27 M & A Amount: \$3219.30

**Reviews/Signature Authority**

☒ Within Buyer/SCM Authority Initials SM Date: 3-25-10  
☐ Within Manager Authority Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Within Associate Director Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Within Director Authority Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Greater than \$1M (Senior Director) Initials \_\_\_\_\_ Date: \_\_\_\_\_

**Buyer 1:** \$10k **Buyer 2:** \$25k or Bid Limit **Buyer 3:** \$50k or \$125K **SCM:** \$150 or \$250K **Manager:** \$750K  
**Associate Director:** \$1M **Director:** > \$1M



## UW Purchasing Department: Purchase Documentation/Checklist

IF THIS ACQUISITION IS FEDERALLY FUNDED PLEASE REFER TO THE FOLLOWING:

THIS SECTION TO BE USED ONLY FOR FEDERALLY FUNDED (CONTRACTS AND GRANTS) PURCHASES:

☐ Federally Funded purchase:

☐ **Grant funded purchase:** attach 7.1.3b grant flowdowns. (If both Grant and

Contract funded purchase, attach 7.1.3a contract flowdowns).

☐ **Contract funded purchase,** attach 7.1.3a contract flowdowns.

☐ Commercial item (must meet one of the following 8 definitions):

- ☐ 1. Any item(s) available for acquisitions to general public
- ☐ 2. Any item(s) evolved from previously available to general public item(s) that is not available in the market place, but will be available in time to meet Government solicitation requirements

☐ 3. Item(s) that is offered to public with customization options or need minor customization not generally available to public

☐ 4. Any mix or combination of items mentioned (1,2,3,5) that are customarily sold in combination to public

☐ 5. Services (installation, maintenance, repair, training, other) in support of an item acquired or available to general public

☐ 6. Services that are offered in the marketplace in substantial quantities at pre-established catalogue or market pricing

☐ 7. Any item/service or combination of items/services above (1-6) that are notwithstanding the fact that an item(s)/service(s) is transferred between separate divisions, subsidiaries, or affiliates of a contractor

☐ 8. A non-developmental item developed and offered to multiple governmental entities by private entity

Note: For more details for above definitions please refer to FAR 2.101

☐ Non-Commercial R&D items

☐ Assoc. Director's approval required if order total exceeds "direct buy" limit

☐ Certs & Reps: >\$25K Federal grant –or- contract

☐ Dynamic Small Business Search printout attached: >\$100K Fed contract, for competitive and non-competitive purchases

☐ Small Business Subcontracting Plan: >\$550K Federal contract

☐ Certified Cost or Pricing data: sole source, non-commercial item >\$550K Federal contract