

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: LEGAL ASSISTANCE

Procedure 7.7.1

POLICY: The University of Washington is required, by law, to refer all requests for legal representation to the Washington State Attorney General’s office (AGO). The University of Washington (UW) is prohibited from seeking other outside legal representation.¹

The Attorney General’s Office has a division which handles legal representation for the University of Washington (“AGO UW Division”). All requests for legal assistance and/or representation should be communicated to the Executive Director of Procurement Services, unless a staff member has previously worked with the AGO UW Division on the same, or similar issues.

PROCEDURE:

If a Procurement Services staff member believes legal assistance is necessary, the staff member should forward the issue and any related documents to a supervisor unless the staff member has a working relationship with the AGO UW Division. The supervisor will requests for legal assistance to the Executive Director, who will evaluate the issue and determine whether to contact the AGO UW division or whether the issue may not require legal representation or and advice and may be addressed by resources within Procurement Services.

¹ RCW 43.10.067