

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: UW INTERNATIONAL PROGRAMS

PROCEDURE 7.8.1

POLICY:

The University of Washington conducts a significant amount of business outside of the United States. Contracting with non-US individuals and entities is a unique situation that often requires additional consideration and documentation.

PROCEDURE:

Procurements should always be conducted in accordance with generally applicable relevant laws and UW procurement policies. When purchasing goods and services for UW international operations, first ensure that the proposed vendor is not on the Office of Foreign Assets Control (OFAC) Sanctions list and that the commodity or service is not subject to OFAC sanctions in that country ([Policy 7.2.13](#)).

In addition to generally applicable procurement policies and standards, UW Global Support has published a [chart for purchasing goods and services for international operations and activities](#) under the Procurement header. The chart covers:

- 1) Purchases by dollar threshold (Direct Buy, Informal Competition and Formal Competition)
- 2) Process for purchases at each dollar threshold
- 3) Who has signature authority
- 4) What payment method should be used

UW Global Operations support has also published a [Toolbox](#) of forms and resources for international programs. This page includes procurement-related forms for

- 1)Field Advances
- 2)Letters for making payments to Foreign Nationals
- 3)Checklists for making the following payments to foreign nationals
 - a. Living Allowances
 - b. Prizes, awards or research stipends
 - c. Travel Reimbursements
 - d. (Individual) Independent Contractor or Performer (In the US)
 - e. (Individual) Employment (in the US)
 - f. (Corporation) Services rendered in US
 - g. Student scholarships or fellowships (through SFS System)
 - h. Student stipends/scholarships or fellowships (through UW payroll)
 - i. Royalties/Rents from US source
- 4)A list of payments that may be issued to foreign nationals (and where the foreign national must be located for the payment to be allowed)

5)Global Travel and Insurance

Most purchases made in support of global operations should fall into one of the categories in this guide. In the event that additional assistance or clarification is needed, contact the UW International Contracts Specialist for more information.