

## 06-14. Purchase Orders

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 06-14</b>
<b>Subject:</b> Purchase Orders
<b>Effective Date:</b> 1/19/2018
<b>Revision Dates:</b>
<b>Purpose:</b> To outline the methods of payment that can be used by USBE.
<b>Policy:</b> The methods of payment described in this policy may be used for procurements that do not result in a contract.
<b>References:</b> Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code; Utah Administrative Code Title R33; Utah Administrative Code Title R277-122

### Procedures:

- Purchase Orders (POs/ PDs) shall result from a standard procurement process, and are valid for less than one year.
  - Purchase orders should be used for services that are for less than a year or for goods that will be purchased one time or for a period of less than a year.
- Delivery Orders (DOs) are entered into FINET and used to purchase off Statewide Cooperative Contracts.
  - A competitive procurement process is not required unless specifically required by the Statewide Cooperative Contract.

General Accounting Encumbrances (GAEs) are entered into FINET and result in General Accounting Expenditure (GAX) payments in either check or electronic fund transfer form and are for small purchases.