

## 06-01. USBE Purchasing Unit

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 06-01</b>
<b>Subject:</b> USBE Purchasing Unit
<b>Effective Date:</b> 1/19/2018
<b>Revision Dates:</b>
<b>Purpose:</b> The purpose of the USBE Purchasing Unit is to enhance the educational mission of the USBE by procuring all procurement items in accordance with applicable State and Federal procurement laws and regulations in an expeditious and professional manner while maximizing the value of public funds appropriated to the USBE.
<b>Policy:</b> Only the Superintendent and the Director of Purchasing, and their designees, are authorized to obligate USBE for the procurement of procurement items.
<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:**

The Purchasing Unit of the USBE has been given the exclusive authority by USBE and State law, unless otherwise authorized:

- Initiate, conduct, and/or conclude negotiations concerning the procurement of procurement items for USBE; and
- Obligate USBE for procurement items duly procured as permitted by code, rules, and policy.
  - Individuals representing USBE without approved purchasing authority cannot obligate USBE to any legal commitment.
  - Individuals who place unauthorized orders and circumvent purchasing policy will be subject to internal disciplinary action.
- The Purchasing Unit is not authorized and will not arrange personal purchases for USBE employees' personal use. The use of the USBE's name directly or by inference to obtain a reduced price for any product being purchased for private use is prohibited.
- The Purchasing Unit may reject a purchase or suggest alternate items if the quality, quantity, or type of item requested is substandard, excessive as compared to USBE's needs, or otherwise not in the best interest of USBE.
- The Purchasing Unit is responsible for the selection of sources and vendors.
  - Sections are encouraged to suggest sources for consideration whenever feasible.
- Any USBE employee involved in procurement must complete USBE procurement training at least biannually.

- No procurement will be initiated without a completed and approved Purchasing Requisition Form.
- The Purchasing Unit will notify the section of any modifications to cost, sources, procurement process, procurement item, manufacturer, and any other material change to the approved requisition.
- Prepayments are usually not allowed except for certain purchases with extenuating circumstances, e.g., subscriptions, books, etc. These exceptions will be determined at the time of need, in accordance with Utah Code Section 63G-6a-1208, and only after the Director of Purchasing has approved the prepayment.
- Travel expenditures for USBE employees are not Procurement Items and may not be processed by the Purchasing Unit. These are processed in the Accounting Department.
- All procurements, unless otherwise authorized in Code, Rule, or policy, shall receive prior approval on a Purchasing Requisition Form.
- USBE employees should contact the Director of Purchasing with any questions concerning these policies.