Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	06-05
Subject:	Procurement Authorization
Date:	June 21, 2022
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations

I. **PURPOSE:**

To establish clear guidelines for all Utah State Board of Education ("USBE") employees to ensure that all procurements are approved by the appropriate source.

II. **POLICY:**

All USBE employees shall follow the procedures for procurement authorizations from the appropriate source.

III. **PROCEDURES:**

1. All purchases must be approved by the required administration (see below) and the USBE Purchasing Section prior to the commitment of funds, work being assigned, or obligation to pay.

2. For procurements less than $3,500, sections shall receive approval on the purchasing request form from both:

    a. The Section Director authorizing the use of funds or the director's designee; and

    b. From the section's accountant confirming there are funds available for the purchase.

3. For procurements that are more than $3,500, a USBE employee shall receive additional approval from the applicable Assistant Superintendent.

4. For procurements that are more than $50,000, a USBE employee shall receive additional approval from the applicable Deputy Superintendent.

5. For procurements that are more than $100,000, a USBE employee shall receive an additional approval from the Superintendent.

6. In addition to the required signatures listed above, for procurements that involve information technology, a USBE employee shall first receive approval from the USBE Director of IT to ensure that the procurement item is compatible with existing USBE equipment and systems.

7. Once all the required approvals have been received, the USBE Purchasing Section may process the requisition.

IV. **<u>HISTORY</u>**:

The effective date of this policy was January 19, 2018, with a revision on April 18, 2018. On June 21, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.