

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #:	06-02
Subject:	Head of Procurement Unit
Date:	June 21, 2022
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations
References:	
<ul style="list-style-type: none"> • Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code • Utah Administrative Code Title R33 • Utah Administrative Code Title R277-122 	

I. **PURPOSE:**

To designate an individual to head the Utah State Board of Education’s (“USBE”) Educational Procurement Unit and outline the individual’s specific duties.

II. **POLICY:**

USBE has designated its Purchasing Director as the head of USBE’s Educational Procurement Unit.

III. **PROCEDURES:**

1. In accordance with [Utah Code Annotated Title 63G, Chapter 6a](#), and [USBE Administrative Rule R277-122](#), USBE designates its Purchasing Director as the head of USBE’s Educational Procurement Unit.
2. The Purchasing Director, as head of USBE’s Educational Procurement Unit, has the following statutory and administrative responsibilities:
 - a. To ensure that all USBE procurements are performed in accordance with [Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code](#); [Utah](#)

[Administrative Code Title R33](#); [Utah Administrative Code Title R277-122](#);
and these policies.

- b. To make determinations and fulfil other obligations and related duties prescribed in the Utah Procurement Code, associated Administrative Rules, and these policies.
- c. To manage the USBE Purchasing Unit.

IV. **HISTORY:**

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