

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

I. **PURPOSE:**

To outline a procedure for obtaining Board consent to finalize certain procurement agreements.

II. **POLICY:**

The Board reviews and approved all contracts, interagency agreements, and memoranda of understanding.

III. **PROCEDURES:**

1. The Board’s Consent Calendar includes pending contracts, interagency agreements, and memoranda of understanding, giving Board members the opportunity to review every written agreement.
2. Any agreement that exceeds \$100,000 may not be executed by USBE until the Board has formally approved the agreement.
3. The Purchasing Director shall submit a list summarizing all agreements for Board review and approval, including an electronic copy of all the agreements on the list, to the Board’s secretary at least two business days before a Board meeting where the agreements are to be discussed. These documents will be added to the Board’s Consent Calendar.
4. The Purchasing Director, or designee, will be available to answer questions regarding the agreements and the procurement process that created the agreement.

5. The section shall make a representative available to answer substantive questions regarding the agreement.

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.