

06-21. Expenditure of funds for sponsorships, memberships, professional licensing, and conference fees

Internal Policies and Procedures of the Utah State Board of Education
Policy # 06-21
Subject: Expenditure of funds for sponsorships, memberships, professional licensing, and conference fees
Effective Date: 1/19/2018 Revision Dates:
Purpose: To provide guidance on the process to determine whether certain items qualify as procurement items.
Policy: The expenditure of funds for sponsorships, memberships, professional licenses and conference fees requires a decision from the Director of Purchasing as to whether the request is a procurement item.
References: Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code; Utah Administrative Code Title R33; Utah Administrative Code Title R277-122

Procedure:

- The following items may or may not meet the definition of a “procurement item” as defined in Utah Code 63G-6a-103, and as such, may not be subject to the requirements of the Utah Procurement Code and may not require that a procurement be conducted.
 - Sponsorships
 - Memberships in Professional Associations
 - Professional licensing
 - Conference fees
- The expenditure of funds for any of these categories will require a completed Purchasing Requisition Form, and Purchasing will make the decision as to whether the item is a procurement item.
 - Those items that are determined to be procurement items will be required to be completed through a standard procurement process.
 - Those that are not procurement items will be returned to the requisitioner with the decision of the Director of Purchasing.