

## 06-06. Board Authorization for Procurements

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 06-06</b>
<b>Subject:</b> Board Authorization for Procurements
<b>Effective Date:</b> 1/19/2018
<b>Revision Dates:</b>
<b>Purpose:</b> To outline a procedure for obtaining Board consent to finalize certain procurement agreements.
<b>Policy:</b> The Board reviews and approves all contracts, interagency agreements, and memoranda of understanding.
<b>References:</b>

### Procedures:

- The Board’s Consent Calendar includes pending contracts, interagency agreements, and memoranda of understanding, giving Board members the opportunity to review every written agreement.
- Any agreement that exceeds \$100,000 may not be executed by USBE until the Board has formally approved the agreement.
- 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.
- The Purchasing Director, or designee, will be available to answer questions regarding the agreements and the procurement process that created the agreement.
- The section shall make a representative available to answer substantive questions regarding the agreement.