

06-02. Head of Procurement Unit

Internal Policies and Procedures of the Utah State Board of Education
Policy # 06-02
Subject: Head of Procurement Unit
Effective Date: 1/19/2018
Revision Dates:
Purpose: To designate an individual to head USBE’s Educational Procurement Unit and outline the individual’s specific duties.
Policy: USBE has designated its Purchasing Director as the head of USBE’s Educational Procurement Unit.
References: Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code; Utah Administrative Code Title R33; Utah Administrative Code Title R277-122

Procedures:

- In accordance with Utah Code Annotated Title 63G, Chapter 6a, and USBE Administrative Rule, USBE designates its Purchasing Director as the head of USBE’s Educational Procurement Unit.
- The Purchasing Director, as head of USBE’s Educational Procurement Unit, has the following statutory and administrative responsibilities:
 - 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.
 - To make determinations and fulfil other obligations and related duties prescribed in the Utah Procurement Code, associated Administrative Rules, and these policies.
 - To manage the USBE Purchasing Unit.