

06-04. General Purchasing Provisions

Internal Policies and Procedures of the Utah State Board of Education
Policy # 06-04
Subject: General Purchasing Provisions
Effective Date: 1/19/2018
Revision Dates:
Purpose: To provide USBE employees with uniform direction and a systematic approach for procurement needs to ensure that applicable laws, rules, and procedures are followed.
Policy: All USBE employees shall follow the procedures outlined in this policy, and work with the assigned purchasing agent when engaging in procurement for the USBE.
References: Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code; Utah Administrative Code Title R33; Utah Administrative Code Title R277-122

Procedures:

- Begin the procurement process as far in advance as possible, and contact a designated purchasing agent or the Director of Purchasing for information or assistance.
 - Specific time frames for standard procurement processes can be found in other policies. Please plan accordingly.
- Find the most current forms on the USBE Intranet site, including a purchasing requisition form, purchasing flow chart, and purchasing agent assignments.
 - Do not download and save forms to your computer, forms will be updated periodically, and employees will be required to use the most recent version of all forms.
- The requesting section shall complete the purchasing requisition form providing all the information requested on the form.
- The requesting section shall submit the completed, and approved, purchasing requisition form and supporting documentation, to the centralized purchasing email: purchasing@schools.utah.gov
- The official queue for procurements begins when a completed purchasing requisition form and all supporting information has been emailed to the centralized email. No work will be started by purchasing until a completed requisition file has been received.
- The purchasing agent assigned will contact the requesting section with any questions regarding the purchasing requisition form or the procurement.
- The purchasing agent assigned will also keep the requesting section informed of updates regarding the procurement.
- If the forms contain insufficient information, the agent will work with the requesting section to obtain the additional detail and information needed.

- After the procurement process is complete, the purchasing agent shall return to the requestor the completed purchasing requisition form with the applicable payment reference number (Contract, PO, DO, number), which the requesting section can use to authorize payments.