

06-05. Procurement Authorization

Internal Policies and Procedures of the Utah State Board of Education
Policy # 06-05
Subject: Procurement Authorization
Effective Date: 1/19/2018 Revision Dates: 4/18/2018
Purpose: To establish clear guidelines for all USBE employees to ensure that all procurements are approved by the appropriate source.
Policy: All USBE employees shall follow the procedures for procurement authorizations from the appropriate source.
References:

Procedures:

- All purchases must be approved by the required administration (see below) and the USBE Purchasing Section prior to the commitment of funds, work being assigned, or obligation to pay.
- For procurements less than \$3,500, sections shall receive approval on the purchasing request form from both:
 - The Section Director authorizing the use of funds or the director's designee; and
 - From the section's accountant confirming there are funds available for the purchase.
- For procurements that are more than \$3,500, a USBE employee shall receive additional approval from the applicable Assistant Superintendent.
- For procurements that are more than \$50,000, a USBE employee shall receive additional approval from the applicable Deputy Superintendent.
- For procurements that are more than \$100,000, a USBE employee shall receive an additional approval from the Superintendent.
- In addition to the required signatures listed above, for procurements that involve information technology, a USBE employee shall first receive approval from the USBE Director of IT to ensure that the procurement item is compatible with existing USBE equipment and systems.
- Once all the required approvals have been received, the USBE Purchasing Section may process the requisition.