

**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
Date:	June 29, 2022
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations
References:	
<ul style="list-style-type: none"> • Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code • Utah Administrative Code Title R33 • Utah Administrative Code Title R277-122 	

I. **PURPOSE:**

To provide guidance on the process to determine whether certain items qualify as procurement items.

II. **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.

III. **PROCEDURES:**

1. 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.

- a. Sponsorships
 - b. Memberships in Professional Associations
 - c. Professional licensing
 - d. Conference fees
2. 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.
- a. Those items that are determined to be procurement items will be required to be completed through a standard procurement process.
 - b. Those that are not procurement items will be returned to the requisition or with the decision of the Director of Purchasing.

VI. **HISTORY:**

The effective date of this policy was January 19, 2018. On June 29, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.