



Subject:	Procurement/Purchasing
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560.1 Purpose

To define procurement and purchasing policies and procedures for the Utah College of Applied Technology Office of the Commissioner.

560.2 Approval

UCAT Board of Trustees approval: September 22, 2011. Revised: June 8, 2016.

560.3 References

[UCA 63G-6a](#), Utah Procurement Code

560.4 Procurement/Purchasing

- 4.1 Procurement/Purchasing Officer:** The Associate Commissioner of Finance and Administrative Services shall serve as the procurement/purchasing officer for the Utah College of Applied Technology Office of the Commissioner.
- 4.2 Utah Procurement Code:** All procurement/purchasing for the Utah College of Applied Technology Office of the Commissioner shall conform to the provisions contained in the Utah Procurement Code (UCA 63G-6a) as well as any other applicable state and federal laws.
- 4.3 Approval:** Individual employees designated as budget managers by the procurement/purchasing officer are authorized to make purchases within specific budget categories and within approved amounts as defined annually by the procurement/purchasing officer. All other purchases must be approved on a case by case basis by the Commissioner or procurement/purchasing officer. No purchase may be made without sufficient budgeted funds to cover the entire amount of the purchase cost and related expenses such as delivery, installation, etc. without prior approval of the Commissioner.
- 4.4 Purchase/Credit Cards:** UCAT credit cards are limited to the following employees: the Commissioner; associate commissioners, and the Commissioner's executive assistant. The Associate Commissioner of Finance and Administrative Services shall prepare written procedures for controlling the use of UCAT credit cards. Such procedures shall be approved by the UCAT Commissioner.
- 4.5 Contract Purchases:** Payments for goods or services related to contracts including ongoing utilities, leases, maintenance agreements, contracts for professional services, etc. do not require an additional purchase approval if a currently approved written agreement is in place.



POLICIES

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- 4.6 **Small Purchases:** No competitive quotes are required for purchases of goods or services up to \$3,000 in price. The purchaser may select the best source without seeking competitive quotes.
- 4.7 **Price Quotes:** Purchases of items over \$3,000 not made on a state contract or similar agreement require two price quotes. If the good or service required is available on a state contract or similar agreement but an alternate vendor offers a lower price, the state contract or similar agreement price should be used for the second price quote. If a vendor is a sole source and no reasonable alternative exists, a second price quote is not required. Procurement/purchasing officer approval is required for sole-source purchases.
- 4.8 **Sole-source Purchases:** If at least two quotes cannot be obtained, the purchase is considered a sole-source purchase. Sole-source purchases require approval of the Commissioner or procurement/purchasing officer. Examples of circumstances which could necessitate a sole source purchase are as follows:
 - 4.8.1 Compatibility of equipment;
 - 4.8.2 Accessories;
 - 4.8.3 Replacement parts;
 - 4.8.4 Service is a paramount consideration; or
 - 4.8.5 A vendor is the only available supplier of the good or service.
- 4.9 **Purchases over \$50,000:** All purchases over \$50,000 are subject to a competitive, sealed bidding process or to a competitive, sealed proposal process as provided in the Utah Procurement Code, UCA 63G-6a.
- 4.10 **Division of Purchases:** Procurement shall not be artificially divided to avoid using the source selection methods and approval requirements set forth in this policy.
- 4.11 **Capitalization Threshold:** Capital assets are defined as property, equipment, and buildings with an initial individual cost of at least \$5,000 and a useful life in excess of one year.
- 4.12 **Capital Assets Control:** All capital assets will be recorded, tracked, and depreciated according to written procedures prepared by the UCAT procurement/purchasing officer. Such written procedures must conform to state and federal law.