



Purchasing Policies and Procedures
 General Policies
 Effective Date: July 1, 2009
 Board Approval: June 9, 2009
 Board Amended September 2, 2020

1. Purpose.

The purpose of this policy is to provide an overview of the procurement policies and procedures of the Tooele Technical College.

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3. Policy.

- 3.1. All purchases must be approved by the designated authority referenced in the Procure to Pay Process 01-01. Purchase requisitions may not be separated into multiple requests to avoid the standard procurement process.
- 3.2. It is the responsibility of each Institutional Department and to track expenditures and purchase requests against all budgets under their direction to ensure purchase requests are not approved that exceed available annual budget. Approval from Vice President of Finance must be obtained prior to committing funds without available budget funds to cover all associated costs. Reports will be distributed monthly by the Fiscal Services Office which compare budget to year-to-date expenditures.
- 3.3. Purchases must support the program goals and purposes from which they are funded, and must comply with all contract/grant requirements and state and federal laws.
- 3.4. The Vice President of Finance shall provide information to all parties handling purchasing relative to the accounting treatment, budget availability, and compliance with legal/contractual requirements.
- 3.5. All purchases, unless specifically exempted in this policy require the use of a Requisition Form.
- 3.6. Exemptions from use of a Requisition Form include payments for goods or services related to contracts or agreements (including ongoing utilities), leases, maintenance agreements, contracts for professional services, employee reimbursements, and procurement under the Purchasing Card policy.
- 3.7. Items that do not require procurement include: Professional Association Membership Dues and Fees, Professional or Trade Training, Custom Fit training, Conference Fees, and inventory purchased for resale. For items which require prepayment prior to the receipt of goods or services, such as travel advances or settlements, subscriptions, postage, memberships, etc., must go through the same approval procedures as all other requisitions.
- 3.8. If an invoice amount exceeds the purchase requisition or order by an amount greater than \$100, the requisition must be amended and approved by the appropriate authorized signers.
- 3.9. Purchases should be made from State contracts or similar agreements, unless an alternate vendor offers a lower price or the good or service needed is not offered by a State contract or similar agreement vendor. Access to State contract information can be found on the internet at www.purchasing.utah.gov.

- 3.10.** Competitive quotes are not required when purchasing items from State of Utah Agencies, or on a State Contract, unless the contract requires additional quotes.
- 3.11.** Computer purchases, including hardware, software, and communication/network devices, must be approved by the Information Technology Department to verify they are consistent with the Tooele Technical College's computer strategy.
- 3.12.** The approval of the Facility Manager shall be obtained prior to making purchases of major equipment powered by electricity or other utilities. The addition or expansion of all utilities must be coordinated through the Facility Manager. The approval of the Facility Manager shall be obtained prior to making purchases of furniture, carpet, or paint.
- 3.13.** Employees who do not comply with the provisions of the Tooele Technical College Purchasing Policy and Procedures will be subject to withdrawal of the authority to make purchases or to a reduction in the dollar amount authorized for purchases. Further, such employees may have the instances of non-compliance noted as a part of their performance evaluation.