



OPERATING POLICIES — SECTION 500

NUMBER: 580

SUBJECT: PROCUREMENT POLICY

LAST REVIEWED: 1/16/2008; 2/26/2021

EXECUTIVE STAFF APPROVAL: 3/29/2021

BOARD APPROVAL: 1/16/2008; 4/19/2021

580.1 PURPOSE

The purpose of this policy is to provide an overview of the procurement policies and procedures of the Mountainland Technical College (MTECH).

580.2 REFERENCES

Purchases.....	581
Emergency Purchases.....	582
Custom Fit Training Program Purchases	583
Purchasing Card Policy.....	584

580.3 POLICY

- 3.1 All purchases must be approved by an employee who is authorized by their supervisor. All purchases require two approvals. Purchases may not be separated into multiple requests to avoid exceeding authorization limits or source selection requirements.
- 3.2 It is the responsibility of supervisors to track expenditures and purchase requests, against all budgets under their direction, to ensure purchase requests are not approved that exceed the available budget. No purchases shall be made or approved without available budget funds to cover all associated costs. Reports will be distributed quarterly by the Finance Department 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 Finance Department shall review all purchases as part of the approval process to verify accounting treatment, budget availability, and compliance with legal/contractual requirements. The payment of invoices is tracked against resulting purchase orders.
- 3.5 Payments for goods or services related to contracts (including ongoing utilities), leases, maintenance agreements, contracts for professional services, etc. do not require a purchase order if a written agreement is in place.

- 3.6 If an invoice amount exceeds the purchase order by an amount greater than \$1000, the incremental amount must be approved.3.9 Preference should be given to 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 at www.purchasing.utah.gov
- 3.7 Purchases for items over \$3,000, not made on a State contract or similar agreement, require a purchase order unless specifically exempted in other policies. Employees are encouraged to use State contracts where available and should always seek the best value possible when using College resources.
- 3.8 Meals, refreshments, or other food items purchased for consumption on the MTECH main campus with MTECH funds should be purchased through the MTECH Catering Department, when practical.
- 3.9 Computer purchases, including hardware, software, and communication/network devices, must be approved by the Director of Technology to verify they are consistent with the MTECH's computer strategy.
- 3.10 The approval of the Vice President of Administrative Services 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 Vice President of Administrative Services. The approval of the Vice President of Administrative Services shall be obtained prior to making purchases of furniture, carpet, or paint.
- 3.11 Employees who do not comply with the provisions of the MTECH Purchasing Policy and Procedures will be subject to withdrawal of the authority to make purchases and, as appropriate, disciplinary action may be taken up to and including termination.