



PROCUREMENT POLICY

OPERATING | 500.580

Last Evaluation

06/09/2026

Executive Staff Approval

08/03/2026

Board Approval

08/19/2026

1. Policy Purpose

The purpose of this policy is to establish Mountainland Technical College's (MTECH) procurement principles, authority, and internal controls so that the College funds are spent lawfully, ethically, competitively, when required, and in support of the College's mission.

2. Definitions

Emergency Procurement - A procurement made to address an immediate and serious threat to public health, welfare, safety, or a substantial loss of College funds, operations, property, or services when normal procurement methods cannot meet the need in time.

Procurement - The acquisition of a procurement item, including the functions of planning, solicitation, source selection, contract award, contract administration, and disposal, as applicable

3. References

Utah Code Title 53H, Chapter 1, Part 1, including Utah Code § 53H-1-102, Utah System of Higher Education.

Utah Code Title 63G, Chapter 6a, Utah Procurement Code.

Utah Administrative Code R765-571a, Procurement.

Utah Board of Higher Education Policy R571, Procurement.

MTECH 500.580A Procurement Procedure.

MTECH 500.581 Purchasing Thresholds and Limits Policy.

MTECH 400.412 Purchasing and Storing Instructional Equipment and Supplies Procedure.

MTECH 500.582 Emergency Equipment and Supplies Purchase Procedure.

4. Policy

- 4.1 **Authority and Compliance** - The College shall conduct procurements in accordance with applicable federal and state law, Utah Board of Higher Education policy and administrative rule, this policy, and College procedures. Where requirements conflict, the more restrictive applicable requirement governs.
- 4.2 **Value, Competition and Ethics** - The College shall seek best value, fair and open competition when required, impartial evaluation, responsible stewardship of public resources, and conduct that maintains public trust. Purchases may not be artificially divided to avoid approval, purchasing threshold, source-selection, or other procurement requirements.
- 4.3 **Authorization and Budget** - Only employees authorized by their supervisors may initiate or approve purchases. Each purchase must receive the approvals required by College procedure, and no purchase may be made or approved without sufficient available budget to cover all associated costs.
- 4.4 **Funding Purpose and Restrictions** - Procurements must support the program or department purpose for which funds were provided and comply with all applicable grant, contract, donor, student-fee, and other funding restrictions.
- 4.5 **Procurement Methods and Exceptions** - The College shall use procurement methods and thresholds established in MTECH 500.581 Purchasing Thresholds and Limits Policy and related procedures. Emergency and other authorized exceptions to a standard procurement process must be limited to the applicable legal exception and documented as required by law and College procedure.
- 4.6 **Institutional Review and Controls** - Finance shall maintain purchasing controls, review purchases as required by procedure, and verify appropriate accounting treatment, budget availability, and applicable legal and

contractual requirements. The College shall maintain procurement records as required by law and College record-retention practices.

4.7 **Specialized Purchases** - Technology, major equipment and utility-related items, furniture, carpet, painting and other specialized purchases must receive the technical or facilities review and approval required by College procedure before commitment of College funds.

4.8 **Accountability** - Employees who fail to comply with this policy, MTECH 500.581 Purchasing Thresholds and Limits Policy, or applicable procedures may lose purchasing authority and may be subject to corrective or disciplinary action, up to and including termination, as appropriate.

5. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
1/16/2008		1/16/2008
2/26/2021	3/29/2021	4/19/2021
06/09/2026	08/03/2026	08/19/2026