



PROCUREMENT PROCEDURE

OPERATING | 500.580A

Last Evaluation

08/03/2026

Executive Staff Review

08/19/2026

1. Procedure Purpose

The purpose for this procedure is to describe Mountainland Technical College's (MTECH) operational process for planning, approving, purchasing, receiving, and paying for procurement items under the MTECH 500.580 Procurement Policy.

2. References

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

Utah Administrative Code R765-571a, Procurement.

Utah Board of Higher Education Policy R571, Procurement.

MTECH 500.580 Procurement Policy.

MTECH 500.581 Purchasing Thresholds and Limits Policy.

MTECH 400.412 Purchasing and Storing Instructional Equipment and Supplied Procedure.

MTECH 500.582 Emergency Equipment and Supplies Purchase Procedure.

3. Procedure

3.1 Procurement Planning

- 3.1.1 Before submitting a purchase request, the requesting employee shall establish the need, identify the funding source, confirm compliance

with applicable grant, contract, donor, and student-fee restrictions; and define the specifications, scope quantity and total anticipated cost of the purchase.

- 3.1.2 The supervisor responsible for the budget shall review the request and verify that sufficient funds are available to cover the full cost of the purchase, including all related costs.
- 3.1.3 For instructional equipment, the requesting department shall evaluate the item's relevance to current industry practice. Requests for major equipment shall be submitted through the annual budget-request process and evaluated in relation to College-wide priorities

3.2 Authorization and Procurement Method

- 3.2.1 The requesting employee shall submit the purchase request through the College's approved purchasing process. Before a purchase is committed, the request must receive the two approvals required by College procedure, unless an approved emergency process applies.
- 3.2.2 The requesting employee and Finance shall apply MTECH 500.581 Purchasing Thresholds and Limits Policy and 500.581A Purchasing Thresholds and Limits Procedure to determine the appropriate approval level and procurement method, including any purchase order, competition, quotation, solicitation, or authorized exception. The anticipated aggregate cost of related purchases must be considered; purchases may not be divided to avoid procurement requirements.
- 3.2.3 When available and in the College's best interest, the College should use State contracts or cooperative purchasing agreements. If an alternate source is selected, the procurement file shall document the basis for determining that the source provides the required item or better value.

3.3 Specialized Review and Approval

- 3.3.1 Technology purchases, including hardware, software, communications devices, and network devices, must be approved by the Associate Vice President of Technology to confirm alignment with the College's technology strategy.
- 3.3.2 Major equipment powered by electricity or other utilities, utility additions or expansions, furniture, carpet, and paint must be approved

by the Vice President of Administrative Services. Utility work shall be coordinated through that office.

- 3.3.3 When practicable, food or refreshments purchased with College funds for consumption on a College campus shall be obtained through the MTECH Catering Department.

3.4 Purchase Documentation and Commitment

- 3.4.1 Finance shall review purchase requests for proper accounting treatment, budget availability, and applicable legal and contractual requirements before authorizing the appropriate purchasing document.
- 3.4.2 Finance shall issue a purchase order when required by MTECH 500.581A Purchasing Thresholds and Limits Procedure. The absence of a quote requirement does not, by itself, waive a required approval or purchase order. Payments made under an executed written contract, including utilities, leases, maintenance agreements, and professional-services agreements, do not require a separate purchase order unless Finance directs otherwise.
- 3.4.3 No employee may commit the College to a vendor before all required approvals and the applicable purchase order or written agreement are in place.

3.5 Receipt, Invoice Review, and Payment

- 3.5.1 The requesting employee shall verify receipt of goods or services and promptly report discrepancies. Finance shall match invoice payments to the applicable purchase order or written agreement.
- 3.5.2 If an invoice exceeds the purchase order by more than \$1,000, the additional amount must be approved before payment. Finance may require supporting documentation or a revised purchase order to maintain an accurate procurement record and budget control.

3.6 Emergency Procurement

- 3.6.1 When an immediate and serious need cannot be met through normal purchasing methods, the employee shall notify Finance or the Vice President of Administrative Services as soon as practicable and follow MTECH 500.582 Emergency Equipment and Supplies Purchase Procedure.

- 3.6.2 An emergency purchase shall be limited to items necessary to address the emergency. The responsible employee shall prepare a written determination that describes the emergency, the basis for the procurement, the selected supplier, and the competition or source-selection effort that was practicable under the circumstances.
- 3.6.3 Emergency purchases must be supported by available funding and documented in the procurement file.
-

4. Evaluation History

Last Evaluation	Executive Staff Review
08/03/2026	08/19/2026