



PURCHASING THRESHOLDS AND LIMITS POLICY

OPERATING | 500.581

Last Evaluation

06/11/2026

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) governing framework for purchasing thresholds, competition, approval, purchase-order, and Board oversight requirements so that College funds are committed lawfully, consistently, and with appropriate fiscal control.

2. Definitions

Aggregate Procurement Cost - The anticipated total cost of related goods or services acquired from the same source or for the same purpose, including applicable delivery, installation, and other associated costs.

Individual Procurement Item - A distinct good or service being acquired as part of a purchase.

Multiple-Item Order - A single purchase that includes two or more individual purchase items.

Quote - A documented vendor price or offer obtained to support source selection.

3. 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 500.581A Purchasing Thresholds and Limits Procedure.

MTECH 500.582 Emergency Equipment and Supplies Purchase Procedure.

4. Policy

4.1. Threshold Framework

- 4.1.1. MTECH shall administer purchasing thresholds, quotation requirements, approval requirements, purchase-order requirements, and Board oversight requirements in accordance with this policy, MTECH 500.581A Purchasing Thresholds and Limits Procedure,, applicable law, and Utah Board of Higher Education requirements.
- 4.1.2. The applicable threshold shall be determined using the aggregate procurement cost and, when applicable, the cost of an individual procurement item. Quotation, approval, and purchase-order requirements are separate controls and shall be applied independently as provided in the procedure.
- 4.1.3. MTECH 500.581A Purchasing Thresholds and Limits Procedure shall establish the threshold schedule, including the limited multiple-item order exception to quotation and purchase-order requirements.

4.2. Competition and Best Value

- 4.2.1. MTECH shall seek fair and open competition when required and shall select sources that provide the best value to the College, considering specifications, quality, delivery, service, and price as applicable.
- 4.2.2. State contracts, cooperative purchasing agreements, and other authorized contracts shall be used when available and in the College's best interest, subject to applicable law and College procedure.

4.3. Authorized Exceptions

- 4.3.1. A purchase may be conducted without a standard competitive process only when an exception is authorized by applicable law and College procedure.

- 4.3.2. Sole-source, emergency, construction, and other exception purchases shall receive the approvals and written documentation required by law and College procedure.
 - 4.4. Prohibition on Purchases, Splitting and Accountability
 - 4.4.1. Purchases may not be divided, sequenced, or otherwise structured to avoid quotation, approval, purchase-order, Board oversight, or source-selection requirements.
 - 4.4.2. An employee who fails to comply with this policy or applicable procedure may lose purchasing authority, have their authorized purchase limit reduced, and be subject to corrective or disciplinary action, up to and including termination, as appropriate
-

5. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
3/16/2016	3/7/2016	3/6/2016
10/8/2018 no changes	10/18/2018	
2/28/2021	3/29/2021	5/19/2021
08/03/2021		
06/11/2026	08/03/2026	08/19/2026