



PURCHASING THRESHOLDS AND LIMITS PROCEDURE

Operating |500.581A

Last Evaluation

07/21/2026

Executive Staff Review

08/24/2026

1. Procedure Purpose

This procedure is to implement Mountainland Technical College (MTECH) 500.581 Purchasing Thresholds and Limits Policy by establishing the process for determining purchasing thresholds, obtaining quotations, securing approvals, issuing purchase orders and documenting exceptions.

2. Definitions

The definitions in MTECH 500.581 Purchasing Thresholds and Limits Policy apply to this procedure.

Purchase Order - Purchasing document issued or approved by the Finance Department that authorizes a vendor commitment.

3. References

MTECH 500.580 Procurement Policy.

MTECH 500.580A Procurement Procedure.

MTECH 500.581 Purchasing Thresholds and Limits Policy.

MTECH 500.582 Emergency Equipment and Supplies Purchase Procedure.

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

Utah Administrative Code R765-571a, Procurement.

Utah Board of Higher Education Policy R571, Procurement.

4. Procedure

4.1 Applicable Threshold

- 4.1.1 Before requesting quotations, approvals, or a purchase order, the requesting employee shall determine the anticipated aggregate procurement cost and the cost of each individual procurement item. The estimate shall include related costs, including delivery, installation, and other charges known at the time of the request.
- 4.1.2 Related, recurring, or planned purchases shall be evaluated together when determining the applicable threshold. Purchases may not be divided or structured to avoid a purchasing requirement.

4.2 Quotation Requirements

- 4.2.1 A written quote is not required when a single purchase item costs \$5,000 or less, unless the Finance Department determines that additional competition or documentation is appropriate.
- 4.2.2 A written quote is not required for a multiple-item order totaling \$10,000 or less when no individual procurement item exceeds \$5,000.
- 4.2.3 At least three written quotes shall be obtained when any individual procurement item exceeds \$5,000 or when the aggregate procurement cost exceeds \$10,000, unless the purchase is made through a State contract, cooperative purchasing agreement, or another authorized exception.
- 4.2.4 A quotation requirement does not waive any required approval, purchase-order, Board oversight, contract, or documentation requirement.

4.3 Purchase Order and Approval Requirement

- 4.3.1 A purchase order is required for a procurement exceeding \$5,000 unless the Finance Department determines that a State contract, cooperative purchasing agreement, executed written contract, or other authorized purchasing document serves as the appropriate purchasing record.
- 4.3.2 A purchase order is not required for a multiple-item order totaling \$10,000 or less when no individual procurement item exceeds \$5,000. This exception does not waive required approvals.

- 4.3.3 All purchases exceeding \$5,000 require approval by the appropriate Vice President before the College issues a purchase order or otherwise commits College funds.
- 4.3.4 All purchases exceeding \$10,000 also require approval by the Vice President of Administrative Services and the College President before the College issues a purchase order or otherwise commits College funds. Purchases over \$10,000 shall be reported to the Board of Trustees for ratification.
- 4.3.5 All purchases exceeding \$25,000 that are not included in the annual operating budget require Board of Trustees approval before the College issues a purchase order or otherwise commits College funds.
- 4.3.6 All purchases exceeding \$50,000 require Board of Trustees approval before the College issues a purchase order or otherwise commits College funds. This requirement does not apply to payroll, employee benefits, or consolidated purchasing-card payments.

4.4 Quotation Evaluation and Source Selection

- 4.4.1 The requesting employee shall provide the Finance Department with the written quotations and documentation needed to evaluate the purchase.. Quotes may be obtained by electronic, email, or other written means approved by the Finance Department.
- 4.4.2 The College shall award the purchase to the responsive and responsible vendor offering the best value and meeting the required specifications, delivery requirements, and other stated conditions. When the award is not made to the lowest-priced quote, the procurement file shall document the basis for the selection.
- 4.4.3 When an available State contract or cooperative purchasing agreement is used, the requesting employee shall document the contract or agreement relied upon.

4.5 Standard Purchases and Construction Purchases

- 4.5.1 Purchases exceeding \$50,000 shall be conducted through a competitive sealed bidding process, competitive sealed proposal process, or another standard procurement process authorized by applicable law, unless an authorized exception applies.

- 4.5.2 Finance shall determine the appropriate solicitation method and coordinate required notices, evaluation, award, and procurement-file documentation.
 - 4.5.3 Construction procurements shall be conducted in accordance with applicable Utah Procurement Code requirements and College facilities and procurement procedures.
 - 4.6 Authorized Exceptions
 - 4.6.1 A sole-source purchase may be used only when a standard procurement process is not required under applicable law and the required written justification, approvals, and notices have been completed.
 - 4.6.2 Compatibility with existing equipment, accessories, replacement parts, or service may support a sole-source determination when Finance confirms that the legal requirements for the exception are satisfied.
 - 4.6.3 Emergency procurements shall be processed under MTECH 500.582 Emergency Equipment and Supplies Purchase Procedure
 - 4.7 Maintenance of Procurement File
 - 4.7.1 Finance shall retain the purchase request, approvals, quotations, contract or purchase-order documentation, award or exception justification, Board documentation when applicable, invoices, and other records required by law and College record-retention practices.
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5. Evaluation History

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