



Purchasing Policies and Procedures
 General Policies
 Effective Date: July 1, 2009
 Board Approval: June 9, 2009

1. Purpose.

The purpose of this policy is to provide an overview of the procurement policies and procedures of the Tooele Applied Technology College (TATC).

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3. Policy.

- 3.1. All purchases must be approved by the designated authority referenced in the Procure to Pay Process 01-01. Purchase requisitions may not be separated into multiple requests to avoid approval.
- 3.2. It is the responsibility of each Institutional Department and to track expenditures and purchase requests against all budgets under their direction to ensure purchase requests are not approved that exceed available annual budget. No purchases shall be made or approved without available budget funds to cover all associated costs. Reports will be distributed monthly by the Fiscal Services Office 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 Vice President of Fiscal Operations shall provide information to all parties handling purchasing relative to the accounting treatment, budget availability, and compliance with legal/contractual requirements.
- 3.5. All purchases, unless specifically exempted in this policy require the use of a Requisition Form or Check request, and may require the generation of a purchase order in the accounting system.
- 3.6. Payments for goods or services related to contracts or agreements (including ongoing utilities), leases, maintenance agreements, contracts for professional services, etc. do not require a purchase requisition or purchase order if a written agreement is in place. Approval of these contracts is addressed in the Contract/Agreement Signing Policy and Procedures.
- 3.7. For items which require prepayment prior to the receipt of goods or services, such as travel advances or settlements, subscriptions, postage, memberships, etc, if an invoice has already been received or another internal TATC approval form is required, these invoices or approval forms may be used in lieu of a check request. In these instances, the invoice or internal form must go through the same approval procedures as all other check requests.
- 3.8. If an invoice amount exceeds the purchase requisition or order by an amount greater than \$100, the purchase order or requisition must be amended and approved by the appropriate authorized signers.
- 3.9. Purchases should be made from 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 on the internet at www.purchasing.state.ut.us.

- 3.10. Purchases for purchase order line items over \$5,000 not made on a State contract or similar agreement require three price quotes. If the good or service required is available on a State contract or similar agreement, but an alternate vendor offers a lower price, the State contract or similar agreement price should be used for the third price quote. If a vendor is a sole source and no reasonable alternative exists, a second price quote is not required. Fiscal Services Division approval is required for sole-source purchases.
- 3.11. Competitive quotes are not required when purchasing items from the following State Agencies:
 - (a) Division of Surplus Property,
 - (b) Division of General Services,
 - (c) Division of Correctional Industries, and
 - (d) Division of Services for the Visually Handicapped.
 - (e) PEHP
 - (f) URS
- 3.12. Computer purchases, including hardware, software, and communication/network devices, must be approved by the Information Technology Department to verify they are consistent with the TATC's computer strategy.
- 3.13. The approval of the Facility Manager 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 Facility Manager. The approval of the Facility Manager shall be obtained prior to making purchases of furniture, carpet, or paint.
- 3.15. Rush approval of Purchase Order Requests may be requested in emergency situations or in instances when purchases are required under a short deadline. Rush approval must be requested no later than 24 hours before needed, and shall be approved by the respective Vice President.
- 3.16. Employees who do not comply with the provisions of the TATC Purchasing Policy and Procedures will be subject to withdrawal of the authority to make purchases or to a reduction in the dollar amount authorized for purchases. Further, such employees may have the instances of non-compliance noted as a part of their performance evaluation.