



**Purchasing Policies and Procedures**  
 Procure-to-Pay Process  
 Effective Date: July 1, 2009  
 Board Approval: June 9, 2009

**1. Purpose.**

The procure-to-pay process exists to assist and support the TATC's various academic, student services administrative and other departments in obtaining materials, supplies, equipment and services as quickly and efficiently as possible, while assuring that the College complies with all applicable laws and regulations including the Utah Procurement Code and Rules. This process also provides the College with invoicing and payment processing services and strives to coordinate and verify rapid, accurate delivery of all purchased goods and services. This policy and accompanying procedures prescribe the authorizations, paperwork, and other requirements necessary to facilitate meeting these goals.

**2. References.**

2.1. Title 63, Chapter 56, Section 1 of the Utah Procurement Code

**3. Policy.**

3.1. It is the policy of the College to purchase supplies, materials, services, equipment, or construction to support the proper operation of the institution. The College shall comply with Title 63, Chapter 56, Section 1 of the Utah Procurement Code.

3.2. **Authority to purchase** - All commitments to purchase or contract for the purchase of goods or services for the College may only be made pursuant to documented approvals required by this policy. No purchase may be subdivided to avoid the requirements of this policy. The following table sets forth approvals required;

LEVEL	Management	Vice President of Finance & Operations	President
\$0 through \$2,499.99	•		
\$2,500.00 through \$4,999.99	•	•	
\$5,000 and above Requires at least three competitive bids in accordance with State purchasing policy.	•	•	•

**3.3. Bids Required.**

**3.3.1. Purchases less than \$1,000**

For purchases of less than \$1000.00, the department may select the best vendor without obtaining competitive quotes.

**3.3.2. Purchases greater than \$1,000**

For purchases greater than \$1,000 but less than \$5,000, the department may choose to obtain a minimum of three quotes. If the goods or services are available on a state purchasing contract no quotes are necessary

unless it is to obtain the goods or services at a rate less than that provided by the state contract. These quotes may be received by mail, fax, telephone, or e-mail. If the goods or services are available only from a sole source, the requirement for quotes may be disregarded. Proof of sole source must be proven.

**3.3.3. Purchases greater than \$5,000 but less than \$50,000**

For purchases greater than \$5,000 but less than \$50,000, the department must obtain a minimum of three competitive bids. These bids must be sent in compliance with the Request for Bid procedures set forward by the State of Utah purchasing policy. If the goods or services are available only from a sole source, the requirement for bids may be disregarded. Proof of sole source must be proven.

**3.3.4 Purchases greater than \$50,000**

Large purchases are subject to considerable public scrutiny. Therefore, all purchases over \$50,000 are subject to a competitive sealed bidding process or to a competitive sealed proposal process.

**3.3.4. The following factors, in addition to price, shall be considered when selecting the vendor:**

- a) the ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- b) the ability to perform the contract or provide the service or goods promptly, or within the time specified, without delay or interference;
- c) the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- d) the quality of performance of previous contracts of services;
- e) the previous and existing compliance by the bidder with the laws and regulations relating to the contractor's service and applicable civil rights laws;
- f) the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g) the quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- h) the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
- i) other factors deemed in the best interests of the College.