

**Provo City School District**  
**Policy Series 6000 Finances and Operations**



**Policy No. 6210**

## **Purchasing**

### Purpose

The purpose of Provo City School District's purchasing policy is to acquire goods and services in an efficient, cost effective manner which:

- Assists the district in achieving its mission and goals
- Protects the integrity of district employees
- Protects the integrity of Provo City School District
- Protects the assets of the district

This policy is intended to outline general purchasing guidelines to direct district employees in acquiring goods and services. These guidelines are:

1. Provo City School District will comply with applicable state and federal purchasing laws.
2. All contracts and purchases of goods and services of \$50,000 or more require prior approval of the Provo City School District Board of Education.

#### Exceptions:

- Expenditures specifically called out by project in the budget formally adopted by the Provo City School District Board of Education.
  - Ongoing normal operating expenditures, such as utilities, food service program food/supply purchases, payroll related expenditures, which are part of a formally adopted budget.
3. Both the requestor and the authorized immediate supervisor, or the acting supervisor in the authorized immediate supervisor's absence, must sign the request.
  4. The business administrator's and superintendent's requests are approved by the board president.
  5. The board president, business administrator, procurement officer or superintendent is authorized to sign contracts in the district's behalf.
  6. Situations that threaten life, health, safety or property are considered emergency situations. Emergency situations require prompt resolution. If proper authorization is not possible, district employees are authorized to remove the immediate threat to life, health, safety, or property in the most cost effective manner possible. Proper authorization is to be obtained no later than the next business day.
  7. Purchases of goods and services with district funds for personal use or personal gain are strictly prohibited. This includes use of personal credit card in order to receive "points" or "miles".
  8. All employee compensation, whether in kind or cash, of \$50 or more at one time or \$600 or more per calendar year must be processed through the payroll system.
  9. Employee reimbursements must be minimal in amount and infrequent.

10. Provo City School District will implement procedures in conformance with this policy that cover but are not limited to:

- Proper documentation of transactions
- Protection of employees and assets
- Employee policy and procedure training

11. The Provo City School District will also follow procurement procedures required by law and set forth in the Utah State Procurement Code.

Legal References:

Synopsis:

Utah State Code 63G-6a

Utah Procurement Code

Approved by Board of Education:

Revised:

July 1, 2011

Dec 13, 2016