

SOUTHERN UTAH UNIVERSITY  
Policies and Procedures

Policy # 5.24  
Date Approved: 04/13/93  
Date Amended: 12/07/17  
Reviewed w/ No Changes:  
Office of Responsibility: VP FA  
Page 1 of 12

---

SUBJECT:

SOUTHERN UTAH UNIVERSITY  
Policies and Procedures

Policy # 5.24  
Date Approved: 04/13/93  
Date Amended: 12/07/17  
Reviewed w/ No Changes:  
Office of Responsibility: VP FA  
Page 2 of 12

---

SUBJECT: PURCHASING

---



---

SUBJECT: PURCHASING

---

- V. Single Procurement Aggregate Threshold: Means the maximum total amount that a University unit may expend to obtain multiple procurement items from one source within a single transaction.
- W. Specification: Any description of the physical or functional characteristics or of the nature of any equipment, good, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a piece of equipment, good, service, or construction item for delivery.
- X. Split Transaction: To divide, split, parcel, or otherwise manipulate a purchase into two or more smaller purchases with the intent to circumventing the procurement code, policies, and/or procedures.
- Y. Transaction: A formal or informal contract or agreement, express or implied, to which the University is a party that involves any transfer of consideration or payment of compensation.

IV. POLICY:

Southern Utah University utilizes a centralized Purchasing Office to effectively administer the procurement function. The Purchasing Office has been granted authority by the Southern Utah University Board of Trustees and the University President to order supplies, materials, services and equipment, and to obligate the University in any contractual agreement. The President designates the Director of Purchasing as the Chief Procurement Officer for the University.

No department, employee, or student can obligate the University in any manner or purpose without written authorization from the University President, Vice President for Finance and Administration or the Director of Purchasing. The Purchasing Office shall establish operating procedures consistent with State of Utah legal requirements and other governing University po(n)-10 (g)10[(w)4 (rn(n)-4 (g)6 ( )-10t9.3vt6 ( )-1)-2 (he6l)-2 ( )6 (r) 0.003

SOUTHERN UTAH UNIVERSITY  
Policies and Procedures

Policy # 5.24  
Date Approved: 04/13/93  
Date Amended: 12/07/17

---

SUBJECT: PURCHASING

---

Purchasing Office for completion. Budgets to be used must have sufficient funds available. Requisitions with budgets that reflect insufficient funds will be returned to the department. Once completed by the Purchasing Office, a formal Purchase Order (PO) will be forwarded on to the vendor. The process allows for various options where PO's may be placed by mailing, faxing, ordering electronically, or by giving the PO number to the individual who initiated the requisition so they may place the order themselves. At no time may an employee or student place an order without first obtaining a University issued Purchase Order through the use of a University issued Purchasing Card

B.numur.ctop.052016051801500726min4.18 (dis)4413pt72se (T3dpea)216 @)24(r)F2v02w

SOUTHERN UTAH UNIVERSITY  
Policies and Procedures

Policy # 5.24  
Date Approved: 04/13/93  
Date Amended: 12/07/17  
Reviewed w/ No Changes:  
Office of Responsibility: VP FA  
Page 7 of 12

---

SOUTHERN UTAH UNIVERSITY  
Policies and Procedures

Policy # 5.24  
Date Approved: 04/13/93  
Date Amended: 12/07/17  
Reviewed w/ No Changes:  
Office of Responsibility: VP FA  
Page 8 of 12 of 52 66Tc 0

---



---

SUBJECT: PURCHASING

---

1. Purchases of materials, goods, or services can only be used for University business. Expenditure of University funds for personal use, or purposes other than those that benefit the University are strictly prohibited.
2. Purchases of flowers for bereavement, plaques, awards, University promotional items and cards over \$50.00, food, refreshments, grocery items for departmental meetings, parties, open houses, or meals for faculty and staff members not on official travel status are not allowable. Exceptions include:
  - a. Items required for instructional needs. Items receiving written approval by the purchase appropriate member of the President's Cabinet or Dean (President's Cabinet members may delegate signature authority to a director within their respective division).
  - b. Gift cards, gift certificates, or other cash equivalent items are prohibited except on rare occasions and only when approved by the University President. All applicable U.S. Internal Revenue Service (IRS) tax reporting and payment requirements apply under such circumstances.
  - c. Reasonable business meals when conducting business on behalf of the University, entertaining guest speakers to campus, as part of an employee selection process, or when otherwise appropriate. Written approval is required by the individual's Dean, Vice President or the University President.
3. Procurement from Vendor in Which University Employee Has Interest: It is the policy of the University to comply fully with all applicable provisions of the Utah Public Officers' and Employee Ethics Act, 1997. The statements of detailed policies and procedures set forth herein are intended to provide notice to the University community of the requirements of the Act as applied to the procurement of supplies, services, and construction pursuant to the Utah Procurement Code, as amended, and related University regulations.
  - a. Employees must comply with the requirements of the Southern Utah University Conflict of Interest Policy, # 5.7, when their

SOUTHERN UTAH UNIVERSITY  
Policies and Procedures

Policy # 5.24  
Date Approved: 04/13/93  
Date Amended: 12/07/17  
Reviewed w/ No Changes:  
Office of Responsibility: VP FA  
Page 10 of 12

---

---

SUBJECT: PURCHASING

---

10. Advance payments for goods and services may not be made, except in certain circumstances determined appropriate by the University President, Vice President for Finance and Administration or the Director of Purchasing.
11. Per Utah Procurement Code Annotated, sections 63G-6a-101 et seq, it is illegal to divide, split, parcel, or otherwise manipulate a purchase into two or more smaller purchases with the intent of circumventing procurement code, policies, procedures, and p3 (o)-10 (c)4 (e)4 (dur)-7 (s)-1 (, pr)3 (o)-10 (2 (e
- 11.

---

SUBJECT: PURCHASING

---

community for personal consumption.

Auxiliary Services, which includes the Bookstore and Food Services, has the sole authority, as per Southern Utah University Policy 10.8, to provide all retail sales and food/drink items on campus.

2. Exceptions:
  - a. Businesses may be invited to participate and set up a table to sell their commodities/services for both business/personal use during the first seven (7) days of each semester. The tables will be located in the Sharwan Smith Student Center and are under the guidelines