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Proposed Policy Number and Title: 243 Small Purchases		
Existing Policy Number and Title:		
Approval Process*		
X Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
X New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

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Draft Number and Date: <u>Stage 4</u>
President's Council Sponsor: <u>Val Peterson</u> Ext. <u>8424</u>
Policy Steward: <u>Ryan Lindstrom</u> Ext. <u>8303</u>

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POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>09/20/2012</u></p> <p>University Entities Review Entrance Date: <u>03/28/2013</u></p> <p>University Community Review Entrance Date: <u>05/09/2013</u> Open Feedback: <u>05/09/2013</u> Close Feedback: <u>05/30/2013</u></p> <p>Board of Trustees Review Entrance Date: <u>05/30/2013</u> Approval Date: _____</p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>



POLICY TITLE	Small Purchases	Policy Number	243
Section	Financial Affairs and Development	Approval Date	
Subsection	Procurement	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 This policy governs small-dollar purchases and ensures such purchases are made in compliance with Utah Procurement Code.

2.0 REFERENCES

2.1 Utah Procurement Code, Utah Code Annotated, sections 63G-6a-101 et seq.

2.2 Utah Board of Regents' Policy R571 *Delegation of Purchasing Authority*

2.3 UVU Policy 241 *University Procurement*

2.4 UVU Policy 244 *Requisitions and Purchase Orders*

3.0 DEFINITIONS

3.1 Construction: The process of building, renovating, or demolishing any university structure or building, major developmental work, or landscaping of university real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

3.2 Goods: Anything purchased other than services, construction, or real property.

3.3 Large-Dollar Purchase Threshold: The threshold established by Procurement Services and approved by President's Council over which a formal, advertised solicitation must be conducted.

3.4 Request for quotations: A procurement method for soliciting quotes from suppliers interested in supplying requested goods, services, or construction to the University. Used for solicitations between the small-dollar purchase threshold and the large-dollar purchase threshold.

3.5 Services: The furnishing of labor, time, or effort by a vendor that does not involve the delivery of a specific end product, other than reports. It does not include employment agreements or collective bargaining agreements.



45 **3.6 Small-Dollar Purchase Threshold:** The threshold established by Procurement Services and
46 approved by President’s Council over which adequate competition must be sought in accordance with
47 Small-Dollar guidelines.
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49 **3.7 Small-dollar purchase:** The procurement of goods or services for which the total cost is less than the
50 large-dollar purchase threshold.
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53 **4.0 POLICY**
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55 **4.1** With the approval of President’s Council, Procurement Services establishes a large-dollar purchase
56 threshold and a small-dollar purchase threshold. Procurement Services establishes guidelines to govern
57 purchases under the large-dollar purchase threshold, including the use of requests for quotations, in
58 conformity with the Utah Procurement Code.
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60 **4.2** Under the Utah Procurement Code, it is illegal to divide, split, parcel, or manipulate a procurement,
61 with the intent of making a larger purchase appear to qualify as a small-dollar purchase or to avoid an
62 established dollar threshold.
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64 **5.0 PROCEDURES**
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66 **5.1** Small-dollar purchases shall be made in accordance with the small-dollar purchasing guidelines
67 established by Procurement Services.
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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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