

Purchasing Guidelines

These guidelines are intended to streamline the process of purchasing items necessary for the successful operation of the programs at Guadalupe School and are intended to help us to be good fiscal agents, as well as maintain good internal controls.

- All purchases should be made through the Business Office with the following exceptions:
 - Regularly scheduled purchases made from approved vendors, such as:
 - i. Food, milk and supply purchases for the School Lunch program.
 - ii. Maintenance supplies, such as paper towels, trash bags, etc.
 - Special event supplies
 - Scholastic book orders
 - Miscellaneous materials purchased by program coordinators.
 - i. These will be reviewed on a case-by-case basis. There may be instances that it would be more prudent to purchase items through State Contracts. All employees are asked to plan ahead as much as possible to avoid last minute purchases.
- Bids will be obtained as per the following guidelines:
 - Under \$1,000 – the purchaser may select the best source without seeking competitive quotes.
 - \$1,001 to \$5,000 (or 50,000 aggregate) – the purchaser shall obtain at least two (2) competitive quotes and purchase the items/service from the supplier offering the lowest quote. Quotes must be attached to the purchase documentation and maintained as part of the Agency's records.
 - Greater than \$5,000 (\$50,000 aggregate) – The Agency must enter into a competitive bid process or RFP in compliance with State code.

When following the purchasing guidelines, remember that:

- Any person who participates in procurement process of any supplies or services for the Agency shall not ask, receive, offer any gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use or benefit of any other person or organization, from any person interested in the sale of such supplies or services.
- Purchases may not be artificially subdivided.
- All equipment purchased with Agency funds must be recorded as a fixed asset
- State Contracts for supplies and equipment should be used when available. A complete list of all existing contracts is available on the State Purchasing website at purchasing.utah.gov.