



POLICY TITLE	Small Purchases	Policy Number	243
Section	Financial Affairs and Development	Approval Date	June 20, 2013
Subsection	Procurement	Effective Date	June 20, 2013
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.



3.6 Small-Dollar Purchase Threshold: The threshold established by Procurement Services and approved by President’s Council over which adequate competition must be sought in accordance with Small-Dollar guidelines.

3.7 Small-dollar purchase: The procurement of goods or services for which the total cost is less than the large-dollar purchase threshold.

4.0 POLICY

4.1 With the approval of President’s Council, Procurement Services establishes a large-dollar purchase threshold and a small-dollar purchase threshold. Procurement Services establishes guidelines to govern purchases under the large-dollar purchase threshold, including the use of requests for quotations, in conformity with the Utah Procurement Code.

4.2 Under the Utah Procurement Code, it is illegal to divide, split, parcel, or manipulate a procurement, with the intent of making a larger purchase appear to qualify as a small-dollar purchase or to avoid an established dollar threshold.

5.0 PROCEDURES

5.1 Small-dollar purchases shall be made in accordance with the small-dollar purchasing guidelines established by Procurement Services.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity