



**Official Policy  
of  
Ogden Preparatory Academy**

**3. Fiscal Management**

**3.06.POL Procurement Policy**

**Effective/Revision Date:** 03/21/2019

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**POLICY**

Ogden Preparatory Academy (the School) shall follow applicable state and federal laws in connection with the procurement of services, supplies and equipment, including but not limited to the provisions of the Utah Procurement Code of Utah Code 63G-6a-101, et seq.

**PROCUREMENT PROCESS**

For purchases up to \$1,000, the School may make purchases from any vendor without obtaining competitive bids.

For small purchases as defined in Utah Administrative Code R33-3-3, which will typically include purchase over \$1,000 up to \$50,000 of items other than professional services, the School will follow the procedures set forth in the rule and will typically obtain at least two competitive quotes. Purchasing decisions shall be made based on specifications of the bid, cost, quality, and availability.

Unless an exception applies, for purchase of items other than professional services over \$50,000, the School will conduct an appropriate procurement process, such as a Request for Bids or a Request for Proposals.

The School shall not artificially divide purchases or otherwise take steps to avoid the requirement to obtain competitive quotes or conduct a procurement process.

School personnel shall comply with the provisions and requirements of the Procurement Code particularly in regards to:

- Prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process.
- Any contract with a term that is longer than five (5) years, including any automatic renewals or extensions.
- Any construction or real property improvements undertaken by the School.

Equipment purchased or leased by the School shall be subject to the School's asset policies and procedures.

Any alleged violations of this policy or applicable law shall be reported in writing to the School's Principal and Board of Directors.

### Document History

Approved: 09/11/2013

Revised: 03/21/2019 *Added clause regarding purchased equipment to comply with State requirements.*

### Legal References

Utah Procurement Code of Utah Code 63G-6a-101

Utah Administrative Code R33-3-3