

Contract Processing with Purchasing/Finance

A. Contracts that are processed by State Purchasing

1. Contracts for most supplies, equipment, and services are required to be processed by State Purchasing
2. Contracts processed on an Invitation for Bid (IFB) that is processed by State Purchasing
3. Contracts processed on a Request for Proposal (RFP) that is processed by State Purchasing
4. Sole Source Contracts which will be over \$1000 for the life of the contract, including renewals
[Note: Contracts with other States, including state agencies, political subdivisions and universities from the other State, need to be approved and processed through State Purchasing. Generally, these will be Sole Source Contracts.]

B. Contracts that would be sent directly to State Finance

1. Contracts that are \$5000 or less where the Agency processed vendor quotes
2. Contracts between State of Utah Agencies
3. Contracts with political subdivisions within Utah – cities, counties, School Districts, etc. - unless the contract is the result of an Invitation for Bid or a Request for Proposal
4. Contracts with the federal government
5. Contracts to give grant money to vendors or organizations as the result of a Grant Application
6. Contracts from a Limited Purchasing Delegation (LPD) where the procurement authority is given to specific personnel in the Agencies by the State Director of Purchasing. List the LPD Number on the State Purchasing Signature Line.
7. Contracts from a delegation given by the Legislature in the Utah Code that says it is exempt from the oversight of State Purchasing. List the Utah Code Number in the contract so that Finance will be able to process the contract timely.