



## State of Utah

GARY R. HERBERT  
Governor

GREG BELL  
Lieutenant Governor

### Department of Administrative Services

KIMBERLY K HOOD

Executive Director

### Division of Purchasing and General Services

KENT BEERS

Division Director

The State of Utah, Division of Purchasing consistently strives to ensure it is meeting its obligations to the taxpayers and citizens of the State by providing the highest public value in the expenditure of funds for goods and services. To that end, all state cooperative contract holders must submit to the Division of Purchasing quarterly sales and usage reports. This responsibility is outlined in your contract Standard Terms and Conditions item 21, Please follow the guidelines below when submitting your reports. Failure to comply with these guidelines may result in the suspension or cancellation of your state cooperative contract.

### Quarterly Submission

All reports submitted are to coincide with the quarters and date ranges as outlined below:

**Quarter 1:** January 1<sup>st</sup> through March 31<sup>st</sup>, due by April 30<sup>th</sup>

**Quarter 2:** April 1<sup>st</sup> through June 30<sup>th</sup>, due by July 31<sup>th</sup>

**Quarter 3:** July 1<sup>st</sup> through September 30<sup>th</sup>, due by October 31<sup>th</sup>

**Quarter 4:** October 1<sup>st</sup> through December 31<sup>st</sup>, due by January 31<sup>th</sup>

### Electronic Report Submission

All reports must be submitted electronically in the format designated in your contract, e.g. Summary, Line- item, or Custom. You have been provided links below to the correct electronic template for your contract which includes instructions, sample data, and all other information that must be provided. This format must be followed when submitting reports. The reports must be submitted electronically via e-mail to: [salesreports@utah.gov](mailto:salesreports@utah.gov). If you have questions about which format to use contact your Purchasing agent that oversees your contract or Michael Rigby at 801-538-1287 or [mrigby@utah.gov](mailto:mrigby@utah.gov). The correct template will be sent to you at the end of each quarter with a reminder notice.

*For your convenience, in an effort to assist you in supplying the requisite information in the correct format, the Division of Purchasing has made the templates available to you via this website. To access the templates please click on the appropriate link below for the type of reporting you are required to submit.*

[Summary Reporting](#)

[Line-Item Reporting](#)

[Custom Reporting](#)

### Submission Deadlines

Reports are to be submitted within 30 days from the end of each quarter. It is very important that you maintain accurate contact information, including e-mail addresses and contact names up-to-date. The Division of Purchasing will send an electronic reminder around the end of the quarter for which a report is due.