



## POLICIES AND PROCEDURES

Policy # 002

**Subject:** General Information  
**Effective:** July 1, 2009  
**Revised:** April 12, 2017  
**References:** UCA 63G-6a & Rule R33

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### **Purpose:**

To outline the procurement policies and procedures of the State of Utah as established by the Director of the Division of Purchasing & General Services (Division) in accordance with §63G-6a Utah Code Annotated, 1953 as amended, and §R33 of Utah Administrative Code

### **Policy:**

- A. The Division publishes and maintains policies and procedures that provide a systematic arrange of information covering statewide and internal procurement policies and procedures.
- B. All departments and agencies, not specifically exempted, must comply with all procurement policies and procedures established by the Division. The Chief Procurement Officer of designee(s) must approve in writing any departure from these policies and procedures. Purchasing agents within the Division are determined to be designees for the purposes of this section.
- C. Purchasing agents within the Division are expected to adhere to these policies and procedures except to the extent extraordinary circumstances justify deviation from these policies and procedures.