



# Utah Division of Purchasing and General Services

## POLICIES AND PROCEDURES

**Subject: Items That Do Not Require Procurement**

**References: UCA 63G-6a-103 & 303(5)**

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### **Policy:**

Pursuant to Utah Code Section 63G-6a-303(5), the Chief Procurement Officer has determined that the following items do not meet the definition of a “procurement item” as defined in Utah Code 63G-6a-103 and, as such, are not subject to the requirements of the Utah Procurement Code 63G-6a and do not require that a “procurement” be conducted. An executive branch procurement unit under the the Division of Purchasing does not need to submit a requisition to State Purchasing for the items listed below:

- (a) Professional Association Membership Dues and Fees.
- (b) Professional or Trade Certification or Re-Certification Training that is required to obtain the knowledge, experience, and skill to perform the job or tasks associated with the employee’s position. This does not include Educational Assistance for degrees which must follow individual agency’s internal policy.
- (c) Conferences Fees Sponsored by a Government Agency or Professional Association.
- (d) Sponsorships of events or conferences.
- (e) Contracts and purchases between executive branch agencies and Local Mental Health Authorities or Local Substance Abuse Authorities