



division of
**Purchasing and
General Services**

POLICIES AND PROCEDURES

Subject: Items That Do Not Require a Procurement Process
Policy Number: PURCH-03
References: UCA 63G-6a-103 & 303(5)
Issue/Revision Date: 21 November 2022

Purpose:

The purpose of this policy is to define items that can be obtained without a procurement process.

Definition:

“Government Agency” is a public entity as defined by 63G-6a-103(62)

"Public entity" means the state or any other government entity within the state that expends public funds.

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 a “procurement process” be conducted. An executive branch procurement unit under 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. Membership dues are subject to FIACCT 05-08.00.
- (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 current position. This does not include Educational Assistance for degrees, which must follow the internal policy of the individual’s agency.
- (c) Conferences Fees Sponsored by the Federal Government, a Utah 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