



3000 - Finance

660 - Procurement of Goods and Services

1. Policy

- 1.1. Providence Hall Charter School (PHCS) shall establish and follow procurement (purchasing) procedures and the state procurement code (UCA 63G-6a), and federal procurement standards 2 CFR 200.318 for federal programs, including ethical provisions. Purchasing ethics for employees and Board of Trustee (Board) members include:
 - 1.1.1. Following the law and ethical standards.
 - 1.1.2. Not purchasing goods or services for PHCS unless pre-approved by authorized persons consistent with this policy and established procurement procedures.
 - 1.1.3. Not using their positions to acquire goods or services for private economic benefit.
 - 1.1.4. Not using PHCS contracts or vendor accounts to make personal purchases.
 - 1.1.5. Not using the PHCS tax exemption certificate to make personal purchases.
 - 1.1.6. Not using state or public resources for a personal purpose, benefit, or gain (this does not prohibit an incidental benefit).
- 1.2. All procurement activities are under the direction of the Executive Director. PHCS shall procure only those items and services that are required to perform the mission and/or fill a bona fide need. PHCS shall acquire goods and services with integrity in a fair, open (as appropriate to the procurement), ethical, efficient and cost effective manner. Segregation of duties is required for procurement activities where possible, from the quotation process through to the payment of invoices. Procurements are made using best value contracting which includes assessing the best value considering quality, performance, timing, and price.
- 1.3. Additionally:
 - 1.3.1. Administration or other PHCS personnel shall not intentionally divide a procurement purchase into one or more smaller purchases to divide an invoice or purchase order into two (2) or more invoices or purchase orders, or to make smaller purchases over a period of time in order to circumvent any aspect of this policy or of state law.
 - 1.3.2. Exclusive contracts (requiring the purchase of needed goods or services from a single, specified seller) are not authorized except as outlined in the state procurement code (UCA 63G-6a).
 - 1.3.3. Construction and improvements shall comply with the law and administrative rules of the State of Utah and its departments or agencies, the Utah State Board of Education, and differing rules, forms or reports, not in accordance with state law and administrative rules, may not be produced by PHCS staff or outside service providers without Board of Trustees (Board) authorization.
 - 1.3.4. Leases will be provided to the USBE, USCSB and to outside counsel as required or appropriate for review as required in 53G-5-404 and USCSB procedures.
 - 1.3.5. Administration or any agent of PHCS may not accept hospitality gifts, gratuities, kickbacks, or any other unlawful consideration under 63G-6a-2304.5.