



PURCHASING GUIDELINES

Guidelines Updated September 24, 2025

DISTRICT FUNDS or SCHOOL FUNDS

Purchasing Guidelines

ITEMS THAT DO NOT REQUIRE A PROCUREMENT PROCESS

- Professional or Trade Certification or Recertification Training that is required to obtain the knowledge, experience, and skill to perform the job or tasks associated with the employee's current position.
- Conference registration.
- Contracts and purchases between other Utah governmental entities.
- Musical & Movie royalty rights.
- Amusement park entrance fee - (i.e. Lagoon, Disney Park, Knotts Berry Farm).
- Professional Association Membership dues and fees (i.e. NHS, IB, HOSA, UHSAA).
- Any fee **required** for State, Regional and National competitions (i.e. DECA, FCCLA, Cheer, Drill, Athletics, Robotics, FBLA, NASSP, Performing Arts, NHS, Varsity, etc.).

ADDITIONAL APPROVALS REQUIRED PRIOR TO SUBMITTING A PURCHASE

REQUEST IN QMLATIV

- All **computer equipment** is to be reviewed by Information Technology and must be approved prior to purchase.
 - [Technology Purchasing – Canyons School District](#)
- All **curriculum** is reviewed by Instructional Supports and must be approved before purchase.
 - instructionalmaterials.canyonsdistrict.org/#/ViewMaterials
 - <https://canyons.app.learnplatform.com>
- All **music equipment** is subject to review by Instructional Supports Learning Music Specialists.
- All **library/media** room shelving must be approved by a Library Specialist.
- **Large equipment/anything requiring power** – subject to review and approval by Facilities.



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ITEMS THAT REQUIRE A PROCUREMENT PROCESS

Level	Dollar Range	Requirements	Notes
Level I	\$0 – 5,000	<ul style="list-style-type: none"> Buy from District Warehouse. Use District bids or State Contracts when available. Competition not required (but recommended). Enter Purchase Order Request in Qmlativ if applicable. Direct purchase allowed with Purchasing Card, NPO, or School Check. 	<ul style="list-style-type: none"> Purchases may NOT be split to stay under the single purchase threshold. IT review required for all computer equipment. Music equipment reviewed by ISD – Music Specialist.
Level II	\$5,000 - \$15,000	<ul style="list-style-type: none"> Purchasing involvement is required at this level. Buy from District Warehouse Use District bids or State Contracts when available. Two written competitive quotes required (telephone/email acceptable; internet pricing not acceptable). Enter Purchase Order Request in Qmlativ. 	<ul style="list-style-type: none"> No Pcard or NPO's are allowed at this level. Quotes must be kept on file for audit purposes. Attach to Purchase Order Request. Purchases may NOT be divided in order to avoid the next level. Equipment \$2,000+ and items defined as "walkables" must be recorded with the Fixed Asset Department. The Purchasing Department can also assist with obtaining quotes.
Level III	\$15,000 - \$50,000	<ul style="list-style-type: none"> Purchasing involvement is required at this level. District or state contracts should be used - if applicable. Schools/Departments to enter a Purchase Order Request. Minimum of three (3) written competitive quotes are required. Attach to the Purchase Order Request in Qmlativ. 	<ul style="list-style-type: none"> No Pcard or NPO's are allowed at this level. Purchases may NOT be divided in order to avoid the next level. The Purchasing Department can also assist with obtaining quotes.



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Level	Dollar Range	Requirements	Notes
		<ul style="list-style-type: none"> Purchases \$50,000 and greater MUST be approved by the District Chief Procurement Officer, Director of Purchasing, prior to the purchase. 	
Level IV	\$50,000 and above	<ul style="list-style-type: none"> District or state contracts should be used, if applicable. Purchases greater than \$120,000 MUST be approved by the Board of Education prior to ordering or initiating a purchase with the vendor. 	<ul style="list-style-type: none"> No Pcard or NPO's are allowed at this level. Formal solicitation MUST be conducted by the Purchasing Department. Sole Source is required if we are awarding a contract/purchase directly, without engaging in a standard competitive procurement process, because only one source is available or appropriate.

*Definition of competitive quotes – Telephone call or email. We recommend that you request that the supplier(s) restate their telephone quote in an email. **Internet pricing is NOT acceptable.**

VERIFICATION OF PURCHASES MADE WITH DISTRICT FUNDS

- Proper documentation (verified PO or packing slip) must be submitted before payment.
- Verification should occur within **1–2 days** of receipt.
- Verification must include: receiving employee's signature, PO number and status (complete/partial).
- Accounts Payable will not process invoices without verification.
- Issues with shipments/invoices must be resolved by the school/department.
- Discounts must be processed immediately to ensure timely payment.



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AWARD OF CONTRACT WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS

(SOLE SOURCE)

What is a Sole Source?

A sole-source item is a commodity or service available from only one supplier, who holds the exclusive right to manufacture, sell, or provide it. In such cases, a contract or purchase may be awarded without following the standard competitive procurement process.

When is a Sole Source required?

Award of a contract/purchase without engaging in a standard procurement process (bids/quotes) is appropriate if it can be determined in writing that:

- When there is only one source from which the product or service can be purchased from.
 - When transitional costs are a significant factor in selecting the procurement item.
 - When the price exceeds \$5,000, and it is determined that only one source can provide the required supply, service, or construction; in this case, a completed Sole Source form must be attached to the requisition.
 - In accordance with the State of Utah Procurement Code, any purchase over \$50,000 will be posted on our procurement platform as an intent to award without engaging in a competitive process (solicitation for bids/quotes).
 - If other suppliers compete, their information will be provided to the requestor before an award is made.
- ❖ The Sole Source form is available on the Purchasing website.