Return to your Business Services Administrator

UTAH STATE UNIVERSITY PROCUREMENT POLICY 529
TRAINING AND AGREEMENT FORM

Please initial beside each statement and sign below. Doing so indicates that you understand and will comply with USU Procurement Policy requirements. The full policy may be found at: http://www.usu.edu/hr/files/uploads/Policies/529.pdf

_____I have completed training for USU Procurement Policy 529.

_____I understand USU is subject to the following provisions:

* Utah Procurement Code (Utah Code 63G-6A)
* Regents Policy R571, Delegation of Purchasing Authority
* Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16)
* Code of Federal Regulations Title II, Grants and Agreements, Part 200–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

_____I support the values and guiding principles of public procurement of accountability, ethics, impartiality, professionalism, service and transparency.

_____I will use authorized procurement processes and:

1. obtain maximum value for each dollar expended,
2. utilize open competition and impartial evaluation of alternative products, and
3. foster fair, ethical, and legal trade practices, which develop a strong vendor community and promote public trust in Utah State University and the Utah System of Higher Education.

_____I understand the competitive bid threshold for USU is currently set at $5,000.

_____I understand it is against Utah Procurement Code and policy 529 to knowingly divide a purchase into one or more smaller purchases with the intent to make procurement qualify under a lower threshold.

_____I understand for purchases less than $5,000, I may select a specific vendor that best fulfills the business need without the requirement of a competitive selection process. I know the primary procurement methods for purchase are P-cards and EZ Buy.

_____I understand for purchases greater than $5,000, a competitive selection process or a sole source justification is required. In these instances, Purchasing and Contract Services becomes involved in the procurement process. I know the primary procurement method for purchases over $5,000 is EZ-Buy.

_____I understand barter/trade is acceptable if all personnel follow procurement policy regarding fair, open competition, transparency etc.

_____When considering barter/trade, the option should be available to all suppliers or offerors.

_____All barter/trade transactions should be recorded in the University financial system as offsetting revenue and expense entries.

_____If the market value of a transaction including barter/trade and cash for a good or service is greater than $5,000, I will contact Purchasing and Contract Services to ensure that an appropriate procurement process is followed.

_____I understand violation of Utah Procurement Code 63G-6a-2407 may lead to my dismissal from employment or other disciplinary action.

_____I understand I am a public employee and should I knowingly receive, accept, take, seek, or solicit, directly or indirectly for myself or another a gift of substantial economic benefit I may be in violation of the State of Utah Public Officer's and Employee's Ethics Code 67-16-5.

By signing this training and agreement form, I agree to comply with all Federal, State and the Utah System of Higher Education laws, regulations and codes pertaining to procurement.

_____	_____	_____
Employee Signature	Employee A#	Date
_____	_____	
Employee Printed Name	Supervisor Signature	Supervisor Printed Name