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)

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