



Gary O. Hansen, Chief Procurement Officer
9361 S. 300 East Sandy, UT 84070
T: 801-826-5391 | F: 801-826-5082 | www.canyonsdistrict.org
Gary.hansen@canyonsdistrict.org

Subject: Items That Do Not Require a Procurement Process Finding
Finding Number: PURCH-01-2023
References: UCA 63G-6a-103(55) and (62) & 303(5)
Issue Date: August 1, 2023

Purpose:

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

Definitions:

63G-6a-103(62). - "Public entity" means the state or any other government entity within the state that expends public funds.

63G-6a-103(55) - "Procurement item" means an item of personal property, a technology, a service, or a construction project.

Finding:

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. Canyons School District Schools and Departments do not need to submit a sole source request for approval to Purchasing for the items listed below. A requisition, however, will be required for purchases over \$5,000 (See Purchasing Threshold Guidelines):

1. 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
2. Conference registration
3. Contracts and purchases between other Utah governmental entities
4. Musical & Movie royalty rights
5. Amusement park entrance fee - (i.e. Lagoon, Disney Park, Knotts Berry Farm)
6. Professional Association Membership dues and fees (i.e. NHS, IB, HOSA, UHSAA)
7. Any fee **required** for State, Regional and National competitions (i.e. DECA, FCCLA, Cheer, Drill, Athletics, Robotics, FBLA, NASSP, Performing Arts, NHS, Varsity, etc.)

Sincerely,

Gary O. Hansen, C.P.M.
Chief Procurement Officer