

Checking for a State Contract

- 1) Go to the State Purchasing contract search website
 - a. <http://purchasing.utah.gov/statecontractdirectory/>
- 2) Type in your search term (usually the company name or the type of product you want to purchase)
- 3) Make sure the “State of Utah ‘Best Value’ Cooperative Contracts” radio button is selected

- 4) Click the Search button
 - a. The results will show the following:
 - i. # - this is the contract number that will be used to create a GMA payment
 - ii. Name – this is the category of products that may be purchased using the contract.
 - iii. Vendor – the vendor associated with the contract
 - iv. Agent – the purchasing agent (at State Purchasing) managing the contract
 - v. Expires – the expiration date of the state contract
 - vi. View Contract – this will allow you to view a summary of the contract, obtain the contact information for the company, and link to view the full contract.