



### About This Policy

**Effective Dates:**

02-18-1992

**Last Updated:**

07-26-2016

**Responsible University Administrator:**

Vice President and Chief Financial Officer

**Policy Contact:**

Jill Schunk

Associate VP, Office of Procurement Services

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### Scope

All Indiana University units and employees.

### Policy Statement

Orders of \$25,000.00 or more, when only one offer is received or the lowest price offer is not accepted (except those exempted), will be reported to the Board of Trustees. Exemptions are approved by the Vice President and Chief Financial Officer.

**Categories:**

1. Single price received
2. Single price requested
3. Low price unacceptable
4. Sole source
5. Large or unusual purchases as determined by the Associate Vice President, University Procurement Services

**Exceptions:**

1. Items for resale to the students or general public
2. Replacement parts from the manufacturer
3. Previously reported items with no substantial change
4. Professional services:
  - a. Sub-contracts to other institutions, agencies, etc.
  - b. Acknowledged professions (medical, legal, academic, etc.)
  - c. Consulting services
  - d. Computing development services
  - e. Temporary personnel services
  - f. Legal Services
5. Licenses
6. Previously documented items that require standardization
7. Contracted price agreements
8. Dues and memberships

## 9. Blanket orders

### Reason For Policy

Large purchases should receive special review by the University Board of Trustees when the lowest price offer is not accepted.

### Procedure

Procedures Manual for Indiana University Procurement Services

[Solicitation Process Procedures](#)

### History

This policy was established on February 18, 1992.

### Related Information

[FIN-PUR-5.0, Competition](#)

[FIN-PUR-5.6, Single Source Orders](#)

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