



About This Policy

Effective Dates:

02-18-1992

Last Updated:

07-26-2016

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

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Associate VP, Office of Procurement Services

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Scope

All Indiana University units and employees.

Policy Statement

All procurement transactions will be properly coded, documented and filed to identify the purchasing process and decision rationale. Documentation will be maintained under state record retention requirements.

Reason For Policy

Indiana University has an obligation to its constituents to provide an accurate audit trail of all its purchasing activities.

Procedure

[Solicitation Process Procedures](#)

History

This policy was established on February 18, 1992.