

# Purchase Order Award Criteria

FIN-PUR-5.5

## 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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## Scope

All Indiana University units and employees.

## Policy Statement

Awards shall be made employing a combination of the following criteria:

1. Degree to which the item(s) or service quoted will best fill the University's requirements
2. Price includes freight, payment terms, and life-cycle costing
3. Delivery date
4. Service
5. Expertise
6. Everything being equal, purchase will be made from local, state and U.S. vendors, in that order

## Reason For Policy

Cost may not be the sole criteria considered in the award of purchase.

## Definitions

**Life-Cycle Costing:** Includes total acquisition price, installation, annual operating and maintenance costs, and residual value.

## History

This policy was established on February 18, 1992.