

In 2019, university policies related to university purchases (formerly FIN-PUR-01 through FIN-PUR-35) were updated and consolidated into FIN-PURCH-01 through FIN-PURCH-14. The History section of this policy contains complete information on where the topics covered by each FIN-PUR policy can be found in FIN-PURCH. A few FIN-PUR policies have been rescinded or converted into Standard Operating Procedures, and the History section contains that information as well.

## Release of Procurement Records

FIN-PURCH-10

### About This Policy

**Effective Dates:**

03-12-2019

**Last Updated:**

03-12-2019

**Responsible University Administrator:**

Vice President and Chief Financial Officer

**Policy Contact:**

Baris Kiyar

Associate Vice President for Procurement

[bkiyar@iu.edu](mailto:bkiyar@iu.edu)

### Scope

This policy applies to all individuals responsible for university purchases, regardless of procurement mechanism.

### Policy Statement

1. In regards to procurement transactions, Indiana University shall comply with the provisions of the Indiana Access to Open Records Act and any other applicable state or federal law or regulation governing the release of records.
2. Records related to procurement activities may be released by Purchasing Department personnel and/or University Counsel only upon review and authorization by University Counsel and the Associate Vice President, University Procurement Services.
3. Records regarding pricing and competitive offers will not be released during the selection period.
4. Institutional procurement records shall not be used in a manner that conflicts with the [Conflicts of Interest and Commitment Policy, UA-17](#).

### Reason For Policy

To provide open public access to appropriate institutional records.

### Procedure

To initiate an open records act request, visit: <https://vpgc.iu.edu/forms/open-record.html>

### Sanctions

Failure to follow appropriate policies and procedures regarding the use of university funds and resources or in obligating the university to financial or legal transactions could put the university in financial and legal risk. Sanctions for failure to comply could result in disciplinary actions up to and including employee termination. Violation of state statutes could result in civil or criminal penalty.

## Additional Contacts

Office of Procurement Services		<a href="mailto:purhelp@iu.edu">purhelp@iu.edu</a>
Rob Halter, Exec. Director of Purchasing	317-274-7746	<a href="mailto:rhalter@iu.edu">rhalter@iu.edu</a>
Tally Thrasher, Exec. Director of Purchasing	812-855-5646	<a href="mailto:tthrashe@iu.edu">tthrashe@iu.edu</a>
Abby Daniels, University Counsel	317-274-7445	<a href="mailto:daniel1@iu.edu">daniel1@iu.edu</a>

## History

In 2019, university policies related to university purchases (formerly FIN-PUR-01 through FIN-PUR-35) were updated and consolidated into FIN-PURCH-01 through FIN-PURCH-14. The university purchasing policies related to conflicts of interest and commitment were updated and consolidated into UA-17.

FIN-PURCH-01 consolidates and updates:

- [FIN-PUR-1.0 \(Purchasing Authority\)](#)
- [FIN-PUR-1.1 \(Exceptions to Purchasing Authority\)](#)
- [FIN-PUR-1.2 \(Delegation of Purchasing Authority\)](#)
- [Portions of FIN-PUR-2.0 \(State and Federal Statutes and Regulations\)](#)
- [FIN-PUR 4.0 \(Responsibilities in Acquisition Process\)](#)
- [FIN-PUR-16.0 \(Transactions Utilizing the Pre-Disbursement Processor\).](#)

FIN-PURCH-02 updates and rennumbers [FIN-PUR-20.0 \(University Procurement Contracts\)](#).

FIN-PURCH-03 consolidates and updates:

- [FIN-PUR-5.0 \(Competition\)](#)
- [FIN-PUR-5.1 \(Development of Vendor List\)](#)
- [FIN-PUR-5.2 \(Use of Other Recognized Sources as Basis of Award\)](#)
- [FIN-PUR-5.3 \(Negotiation\)](#)
- [FIN-PUR-5.4 \(Emergency Situations\)](#)
- [FIN-PUR-5.5 \(Purchase Order Award Criteria\)](#)
- [FIN-PUR-5.7 \(Documentation\)](#)
- [FIN-PUR-12.0 \(Board of Trustee Reporting\)](#)
- [Portions of FIN-PUR-18.0 \(Auctions and Reverse Auctions\).](#)

FIN-PURCH-04 updates and rennumbers [FIN-PUR-5.6 \(Single-Source Orders\)](#)

FIN-PURCH-05 consolidates and updates:

- [FIN-PUR-3.5 \(Purchases for Employees\)](#)
- [FIN-PUR-10.0 \(Restricted Purchases\).](#)

FIN-PURCH-06 updates and rennumbers [FIN-PUR-7.0 \(Prepayment of Orders\)](#).

FIN-PURCH-07 is a new policy.

FIN-PURCH-08 updates and renumbers [FIN-PUR-9.0 \(Furniture Purchases\)](#)

FIN-PURCH-09 consolidates and updates

[FIN-PUR-3.0 \(Purchasing Ethics\)](#)

[FIN-PUR-3.1 \(NAEP Code of Ethics\)](#).

FIN-PURCH-10 updates and renumbers [FIN-PUR-11 \(Release of Procurement Information\)](#).

FIN-PURCH-11 consolidates and updates:

[FIN-PUR-14.0 \(Disposal and Redistribution of University Property\)](#)

[FIN-PUR-14.1 \(Sale of Computing Equipment\)](#)

[Portions of FIN-PUR-18.0 \(Auctions and Reverse Auctions\)](#).

FIN-PURCH-12 updates and renumbers [FIN-PUR-21.0 \(Non-Solicitation on Campus\)](#)

FIN-PURCH-13 updates [FIN-PUR-13 \(Purchases from Historically Underutilized Suppliers\)](#)

FIN-PURCH-14 consolidates and updates:

[FIN-PUR-10.1 \(Protection of Old Growth Forests\)](#)

[FIN-PUR-19.0 \(Procurement of Appliances and Electronics\)](#).

Specific to purchasing policies, [UA-17 \(Conflicts of Interest and Commitment\)](#) consolidates and updates:

[FIN-PUR-3.0 \(Purchasing Ethics\)](#)

[FIN-PUR-3.3 \(State Conflict of Interest for Procurement Transactions\)](#)

[FIN-PUR-3.4 \(Gifts and Gratuities\)](#)

**The following FIN-PUR policies were rescinded or converted into Standard Operating Procedures as follows:**

[FIN-PUR-6.0 \(Common Construction Wage\)](#) was rescinded.

[FIN-PUR-8.0 \(Endorsement\)](#) was rescinded.

[FIN-PUR-15.0 \(Strategic Alliances\)](#) was converted into a Standard Operating Procedure.

[FIN-PUR-17 \(Procurement for Off-Shore University Activities\)](#) was converted into a Standard Operating Procedure.

## Related Information

[IC 5-14-3.3](#)