

Documentation

FIN-PUR-5.7



About This Policy

Effective Date:

02-18-1992

Last Updated:

07-26-2016

Responsible University Office:

University Procurement Services

Responsible University Administrator:

Vice President and Chief Financial Officer

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Scope

Policy Statement

Reason For Policy

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Scope

All Indiana University units and employees.

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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.

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Reason For Policy

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

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Procedure

Solicitation Process Procedures

History

This policy was established on February 18, 1992.