

Delegation of Purchasing Authority

FIN-PUR-1.2



About This Policy

Effective Date:

02-18-1992

Last Updated:

06-30-2009

Responsible University Office:

University Procurement Services

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

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Related Information

* [FIN-PUR-1.0, Purchasing Authority](#)

* [FIN-PUR-1.1, Exceptions to Purchasing](#)

* [FIN-ACC-I-420, Disbursement Voucher Supporting Documentation](#)

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Policy Statement

The Associate Vice President of University Procurement Services has the authority to delegate purchasing activity. The following purchasing authorities have been approved:

1. Automatic Purchase Orders (APOs)
2. Purchasing Cards
3. KFS Disbursement Voucher
4. Pre-Disbursement Processing
5. Vice President for Capital Projects & Facilities
6. Physical Plant - IUPUI

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Reason For Policy

The authority to perform purchasing functions of specific type or level has been delegated by the Associate Vice President of University Procurement Services.

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Procedure

- Automatic Purchase Order Policy and Procedures permit authorized departmental personnel to commit University funds as outlined in the "Instructions for Automatic Purchase Orders" Procedures (Procurement System Documentation).
- Purchasing Card Policy and Procedures permit authorized individuals to commit their University departmental funds as outlined in the "[Purchasing Card](#)" Procedures.
- Agreement initiation of purchasing agent to be resident in the Vice President of Capital Projects and Facilities Office. ([Appendix L](#))
- Agreement initiation of purchasing agent to be resident in the Physical Plant- IUPUI. ([Appendix N](#))
- FMS KFS DV policies/procedures.

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History

This policy was established on February 18, 1992.