

## **FISCAL OFFICERS' ROLE PURCHASING POLICY 20**

Purchasing Policy 20, [http://www.indiana.edu/~purchase/policies/20\\_0.shtml](http://www.indiana.edu/~purchase/policies/20_0.shtml), established on February 1, 2010, requires all University faculty and staff to use University contracts when available. Fiscal Officers and Purchasing Staff are charged with ensuring that procurement transactions comply with the policy. Exceptions to the policy are to be submitted in writing for approval by the Fiscal Officer (P-Cards or APOs) or a Purchasing Manager (POs). Retention of documentation for audit purposes will be the responsibility of the Fiscal Officers.

Purchasing Policy 5.4 [http://www.indiana.edu/~purchase/policies/5\\_4.shtml](http://www.indiana.edu/~purchase/policies/5_4.shtml) indicates that the Purchasing Department may use appropriate documented means to expedite placing an order to ensure the health and safety of the public and institutional property. Emergencies must be documented by the Fiscal Officer when a purchase on a P-Card or APO from a non-contract supplier is required. The following are situations where emergency purchases may be approved by a Fiscal Officer for a purchase on a P-card or an APO:

1. Individuals lives may be endangered;
2. Systems or research projects are at risk;
3. There is an inability to perform the mission of the University.

The broader definition of an emergency is “a situation or circumstance requiring immediate action.” It is expected that requests for exceptions to Policy 20 and 5.4 will rise to the level of an emergency and will require the use of a P-Card or APO. An example might be when a piece of equipment is down and is either halting research or production systems.

Examples of non emergencies would include non critical purchases or purchases for convenience e.g., a person is in an office or a computer supply store on personal business and purchases a supply item or a piece of small equipment for University use because they know they need it. The items could have been easily ordered from the office supply or computer supply contract supplier. These non emergency purchases are not allowable.

It is important for Fiscal Officers to keep in mind that most purchases are not emergencies and most contract suppliers have next day delivery. So poor planning on behalf of faculty and staff does not in itself constitute an emergency which would require exception to these policies.