

# Indiana University Office of Procurement Services

**STANDARD OPERATING PROCEDURE**

<b>SOP NO:</b>	SOP-PURCH-06
<b>SUBJECT:</b>	Purchases for Employees
<b>SOURCE:</b>	University Procurement Services
<b>ORIGINAL DATE OF ISSUE:</b>	02/18/1992
<b>DATE OF LAST REVISION:</b>	7/22/19
<b>DISCLAIMER:</b>	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
<b>RATIONALE:</b>	<p>University employees shall not acquire or purchase goods or services for personal use or that are personal in nature.</p> <p>This procedure is intended to:</p> <ul style="list-style-type: none"> <li>• Assure that University funds are used to support appropriate business purposes and ensure University resources will be used exclusively for institutional use.</li> <li>• Guarantee the equitable treatment of employees.</li> </ul>
<b>PROCEDURES:</b>	<p>Suppliers are not expected to extend beneficial pricing privileges to University employees but may do so at the supplier’s sole discretion. Any formal agreement with a supplier which seeks to extend discounts or services to employees shall have prior approval of the Associate Vice President of Procurement Services. These agreements shall not place Indiana University in the position of taking ownership or being responsible for funding such purchases.</p> <p>Engaging in or permitting unethical or illegal use of university funds constitutes grounds for disciplinary action up to and including denied or restricted access to the review of solicitation responses and other purchasing information, termination of employment and/or criminal prosecution. This applies to all Indiana University employees including faculty and staff.</p>
<b>DEFINITIONS:</b>	<p>Personal Use: Activities that do not further the mission or purposes of University but rather are activities for the personal benefit of a single individual or group of individuals. Personal use items would be those that are considered a personal preference but are not necessary to do the required job. Examples are headphones (earbuds), couches, hand lotion (versus hand sanitizer), facial tissue, etc.</p>

	Business Purpose: Activities that further the mission or purposes of the University and, in the case of an employee of the University, are activities that fall within the scope and authority of the person's employment.
<b>CROSS REFERENCE:</b>	<ul style="list-style-type: none"><li>• <a href="#">FIN-PURCH-05 Prohibited Purchases</a></li><li>• <a href="#">FIN-PURCH-09 Procurement Ethics</a></li><li>• <a href="#">FIN-ACC-590 Gifts to Employees or Non-Employees</a></li><li>• <a href="#">JA-17 Conflict of Interest and Disclosure</a></li></ul>