

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-07
SUBJECT:	Auctions and Reverse Auctions
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	12/04/2008
DATE OF LAST REVISION:	5/28/19
DISCLAIMER:	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.
RATIONALE:	<p>The University may find that its interests are best served by utilizing auctions. These auctions may be traditional auctions as well as on-line, reverse auctions. Regardless, departments require the pre-approval of the University Purchasing Department before engaging in either types.</p> <p>Auctioning sites, such as eBay, are not a permissible source as there are no safe means to adequately protect the University's funds. University policy, internal audit and state statutes require that all expenditures be protected and assure value received for payment.</p>
PROCEDURES:	<p>In the event that University Procurement Services identifies that a transaction utilizing an auction process best serves the interests of the University, the purchasing department may utilize or authorize the use of an auction transaction. University employees must secure prior approval from the purchasing department to conduct such transactions.</p> <p>When an item is only available through an auction site there must be a compelling reason to seek a waiver. If a waiver is necessary, the following should be provided to Purchasing in writing for review and approval:</p> <ul style="list-style-type: none"> • Link to the auction event that provides product and price • Justification <ul style="list-style-type: none"> ○ no other known source ○ item(s) discontinued or no longer available ○ price is <u>significantly less</u> and of equal quality than any other source
DEFINITIONS:	
CROSS REFERENCE:	FIN-PURCH-01 Purchasing Authority FIN-PURCH-03 Competition and Sourcing

	FIN-PURCH-04 Sole Source Orders
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