

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-13
SUBJECT:	Creating non-catalog item or recurring payment orders
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	6/10/2019
DATE OF LAST REVISION:	6/24/19
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:	To procure goods or services for Business Purposes that are not available in a catalog. IU ordering systems are not to be used for Personal Use .
PROCEDURES:	<p>Non-Catalog Item Orders – Create a non-catalog item order for single purchases where the item(s) are not available in a catalog. These orders will be invoiced per item and then the order will be Closed.</p> <p>Recurring Payment Orders – Create a Recurring Payment Order when the term of the order is for a specified period of time, and/or multiple invoices are expected against a single line item or PO#. Examples of such orders may include:</p> <ul style="list-style-type: none"> • Lease/rental payments; • Utility payments; • High volume, small dollar, recurring purchases to a contracted supplier • Services contract with multiple payments <p>When setting up a Recurring Payment Order, the Recurring Payments section on the Requisition should always be completed – this differentiates a standard non-catalog item order from a recurring payment order.</p> <p>Refer to separate training documents on <i>how</i> to create either of these orders.</p>
DEFINITIONS:	<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> <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.</p>

CROSS REFERENCE:	Non-Catalog Orders - Written Documentation SOP-PURCH-10 Recurring Payment Recurring (Cost-Driven) Order Checklist
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