

# Purchases for Employees

## FIN-PUR-3.5



### 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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### Scope

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### Scope

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### Policy Statement

Indiana University Purchasing Departments shall not acquire goods or services for the personal use of employees. University vendors are not expected to extend beneficial pricing privileges to University employees but may do so at the vendor's sole discretion. Any agreement with a vendor which seeks to extend discounts or services to employees shall have prior approval of the Associate Vice President, University Procurement Services. These agreements shall not place Indiana University in the position of taking title to or being responsible for financing such purchases.

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### Reason For Policy

University resources will be used exclusively for institutional use.

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### History

This policy was established on February 18, 1992.