Summary: Policy describes the process ITS and Purchasing follow regarding ITS purchases at various costs and criticality.

1.0 Purpose

Describe the steps to be followed, the forms to be used, and the approvals required by ITS and the Purchasing departments in regards to the procurement of items at various costs and criticality to the mission of ITS.

2.0 Scope

Policy covers purchases made by ITS and IPFW Purchasing department’s involvement in said purchases.

3.0 Policy

All ITS purchases require approval of an ITS manager. Purchases of $600 or less do not require Purchasing involvement. Purchases of over $600 require Purchasing to process the orders. Purchases of $2,500 or more:

• Require the ITS manager to complete an Intent to Purchase form before forwarding the requisition.
• A report of the vendors examined and supporting documentation for the vendor selected should be
routed to Purchasing with the requisition.

- Purchasing works with ITS in identifying vendors, and when necessary, in sending out bids.
- ITS selects vendor and Purchasing purchases the items.

ITS director retains authority to purchase needed items in an emergency or critical situation. An emergency exists when a disruption to a critical project or an existing service is occurring or is expected to occur. A critical situation exists when a failure to purchase in a timely manner would negatively impact IPFW’s image. The ITS director will notify the Purchasing director when these situations occur.

4.0 Practice

4.1 Standard Purchasing Process for Items $600 or Less
   A. ITS staff defines items to be purchased and starts ITS IFPAS internal requisition form.
   B. IFPAS form routed to appropriate ITS manager for approval.
   C. ITS manager determines validity of request and if funding is available.
      1. If request denied, ITS staff member notified.
      2. If approved and funding available, merchandise is purchased via department credit card or requisition process.
   D. If requisition created, signed and routed to Purchasing, Purchasing purchases the items.

4.2 Standard Purchasing Process for Items more than $600 but Less than $2,500
   A. ITS staff defines items to be purchased and starts ITS IFPAS internal requisition form.
   B. IFPAS form routed to appropriate ITS manager for approval.
   C. ITS manager determines validity of request and if funding is available.
      1. If request denied, ITS staff member notified.
      2. If approved and funding available, a purchasing requisition is created, signed and routed to Purchasing.
   D. Purchasing completes the purchasing of the items.

4.3 Standard Purchasing Process for Items $2,500 or More.
   A. ITS staff defines items to be purchased and starts ITS IFPAS internal requisition form.
   B. IFPAS form routed to appropriate ITS manager for approval.
   C. ITS manager determines validity of request and if funding is available.
      1. If request denied, ITS staff member notified.
      2. If approved and funding available, an Intent to Purchase form is completed and routed to Purchasing.
      3. ITS manager discusses needs with vendors and establishes specifications.
      4. Purchasing evaluates Intent to Purchase and discusses any questions with ITS requestor.
      5. A requisition is created, signed, and routed to Purchasing along with a report providing vendors examined and support for vendor choice.
   D. Purchasing
      1. Works with ITS to further refine specifications and identify potential vendors.
      2. Initiates bidding process when necessary.
a. ITS selects vendor
E. Purchasing completes the purchase of the items.

4.4 Purchasing Process for Emergencies or Critical Situations
   A. ITS staff defines need.
   B. ITS manager approves needs and establishes specifications.
   C. Requisition is created, approved by ITS director and routed to Purchasing with notification of criticality.
   D. Purchasing completes the purchase of the items.

5.0 Responsibilities

5.1 ITS staff define items or services to be purchased and completes necessary internal forms.

5.2 ITS manager reviews request for approval and funding. If denied, ITS requestor is notified. If request is approved, manager will follow through with appropriate paperwork i.e. completed IFPAS form, Intent to Purchase form, vendor examination report or department credit card.

5.3 ITS office staff will create requisition and acquire proper signatures.

5.4 Purchasing will evaluate non-emergency requests with input from ITS. Purchasing will send out bids where appropriate. Purchasing will start the ordering of requested items.

5.5 ITS will select vendor from bidding responses when used.

5.6 ITS director will notify ITS Purchasing director when an emergency or critical situation purchase is forthcoming.

6.0 Record Maintenance

6.1 ITS staff and manager completes IFPAS form.

6.2 ITS manager completes Intent to Purchase form and vendor examination report when necessary.

6.3 ITS office staff creates requisition when necessary.

6.4 ITS Purchasing initiatives and completes bidding paperwork process and the final steps involved in purchasing requested items.