Purchase/Lease of Materials

Section 1. General. All purchase(s) or lease(s) of materials shall be made in accordance with the public purchase statutes of the State of Indiana. “Materials” means supplies, goods, machinery, and equipment.

Section 2. Designation of Purchasing Agent. The designated purchasing agent for the corporation is the Manager of Financial Services.

Section 3. Small Purchases (Under $50,000). The purchasing agent may make small purchases (below $50,000). If the total amount of any purchase of materials does not exceed $50,000 or the total rental payments do not exceed $50,000, the purchasing agent may buy on the open market for the best value and price without soliciting bids, proposals, or quotes.

Section 4. Large Purchases (From $50,000 to $150,000). The results of the use of any purchase method involving purchases between $50,000 and $150,000 shall be reported to the Board as an information item. For purchases of supplies and/or materials of at least $50,000 and not more than $150,000, the purchasing agent must invite quotes from at least three suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven days before the fixed date for receiving the quotes. If a satisfactory quote is received, the purchasing agent shall award the contract to the lowest responsible and responsive offer. The purchasing agent may reject all quotes received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quote, the purchase may be made by following the process for purchases under $50,000.

Legal Reference:
I.C. 5-22-8-2
I.C. 5-22-8-3