

Request a Purchasing Contract or Signature

This visual aid describes when to use each Contract Request Form template or the “Order Restricted?” option on the Requisition.

Review [SOP-PURCH-12](#) for full details and consult the [Contracts & Signatures Documentation Library](#) for training guides.

PO Purchasing Contract Request

- High-risk situations including photography, serving food, critical data usage, entertainment, and more. See [SOP-PURCH-12](#) for a full list.
- Services performed domestically totaling \$10,000 or more.
- Services performed internationally, or that involve a non-US entity, totaling \$5,000 or more.
- The supplier provides you with a contract that will result in a purchase order (PO).

No PO Purchasing Contract Request

- Contracts related to P-Card purchases.
- Transactions that involve a contract related to an event between IU and an external entity that does not involve a PO.

“Order Restricted?” Option

- Supplier-provided quote requires a signature.
- Order involves restricted item as defined in [SOP-PURCH-02](#).
- Request Purchasing solicit bids when not required by policy.