

### **IC 4-13-1.3**

#### Chapter 1.3. State Purchasing

### **IC 4-13-1.3-1**

#### **"Department" defined**

Sec. 1. As used in this chapter, "department" refers to the Indiana department of administration created by IC 4-13-1-2.

*As added by P.L.49-1997, SEC.8.*

### **IC 4-13-1.3-2**

#### **"State agency" defined**

Sec. 2. As used in this chapter, "state agency" has the meaning set forth in IC 4-13-1-1.

*As added by P.L.49-1997, SEC.8.*

### **IC 4-13-1.3-3**

#### **Powers and duties of department**

Sec. 3. (a) The department shall do the following:

- (1) Act as the purchasing agent for state agencies under IC 5-22.
- (2) Purchase or supervise the purchase of all supplies and services for state agencies.
- (3) Exercise general supervision over all inventories of supplies retained by state agencies.
- (4) Establish and maintain programs for the inspection, testing, and acceptance of supplies and services purchased for state agencies.
- (5) Cooperate with the budget agency and the auditor of state in the preparation of statistical data concerning the purchase, usage, and disposition of all supplies and services. In preparing reports under this subdivision, the department may require state agencies to submit reports concerning usage, needs, and inventory.

(b) The department may do the following:

- (1) Delegate its authority to a state agency.
- (2) Enter into an agreement with a political subdivision under IC 36-1-7, to make purchases for the political subdivision.

*As added by P.L.49-1997, SEC.8.*

### **IC 4-13-1.3-4**

#### **Powers of department regarding purchasing and contracting by state agencies**

Sec. 4. (a) The department may do the following regarding purchasing and contracting by state agencies:

- (1) Adopt rules under IC 4-22-2 necessary to implement IC 5-22.
- (2) Consider and decide matters of policy.
- (3) Enforce IC 5-22 and rules adopted under subdivision (1).

(b) The department may not adopt rules that affect the rights or obligations of the state or of a contractor under a contract in existence on the effective date of a rule.

*As added by P.L.49-1997, SEC.8.*

#### **IC 4-13-1.3-5**

##### **Purchasing representative**

Sec. 5. (a) Each state agency shall nominate a purchasing representative from among its employees to the department. The department may appoint the nominated employee as the purchasing representative or request another nomination.

(b) The purchasing representative shall do the following:

(1) Serve as a liaison between the state agency and the department.

(2) Prepare all forms that the department requires to be completed by the state agency.

(c) If a state agency has branches, facilities, or institutions located at multiple sites, the department may appoint a purchasing representative for any or all of the sites.

(d) The department shall provide training in purchasing procedures for the purchasing representatives.

(e) If a purchasing representative's actions are not satisfactory to the department, the department may revoke the appointment of the representative and require the state agency to nominate another representative.

(f) A state agency may not make purchases during any period during which the state agency does not have a purchasing representative.

*As added by P.L.49-1997, SEC.8.*

#### **IC 4-13-1.3-6**

##### **Management of department's purchasing functions**

Sec. 6. The commissioner of the department may organize and manage the purchasing functions of the department as the commissioner considers appropriate.

*As added by P.L.49-1997, SEC.8.*