

## Confirming Purchase Order, Purchases not exceeding \$5,000 in Accordance with Executive Order No. JML 24-114

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**PO Type: CO – Confirming Order (< \$5,000)**

**Purchase Order not issued to vendor.**

**Delegated authority is granted to the requesting budget unit for this procurement.**

The “Confirming Purchase Order” (PO Type CO) is procurement of services, supplies, and materials that are:

1. Picked up by the requesting department from off-campus vendors or
2. An order was placed verbally with the vendor and the vendor does not require a purchase order.

**Confirming Order Purchases are a one-time process and do not allow for partial receiving and partial payments.**

### Confirming Purchase Order Invoice Payment Procedures

#### **Invoices Less Than \$500**

- A Direct Pay form may be submitted for review and approval.
- Once approved, the Direct Pay form and the original invoice must be forwarded to Business Affairs – Accounts Payable.

#### **Invoices Greater Than \$500**

- A Requisition must be entered in Banner. The Invoice Number or Receipt Number should be included in the Document Text section of the Requisition.
- A copy of the invoice must be emailed to Purchasing at [purchasing@nsula.edu](mailto:purchasing@nsula.edu) for review and approval.
- The original invoice or receipt must also be sent to Business Affairs – Accounts Payable.
- An Official Purchase Order is issued.
- The requesting department processes on-line receiving.