

Purchasing Overview

Purpose and Scope

For purposes of efficiency in administration and management, the responsibilities for the purchasing of supplies, services, and major repairs from outside vendors for all University departments have been centralized in the Business Affairs-Purchasing Section.

The general responsibilities and functions of the Purchasing Section are as follows:

1. To purchase supplies, materials, equipment, and services related thereto for the various departments of the University in such a manner that maximum value is obtained for every dollar spent, and to ensure that bona fide, qualified suppliers are given equal opportunity to participate in furnishing University requirements.
2. To expedite the delivery of materials to meet the requirements of the requesting department.
3. Assist in resolving discrepancies in shipments not resolved by Requesting Department and Central Receiving.
4. To conduct all correspondence with suppliers relating to the following purchase order types: **Request for Quote (RQ) and Sealed Bids (SB)**.
5. To consolidate purchases wherever possible and thus obtain quantity discounts for such volume purchases.
6. Monitor purchases to ensure the University Warehouse is properly utilized.

Reference

Louisiana Revised Statutes, Executive Orders, and University Policies and Procedures

Responsible Area

All Departments at Northwestern State University including CENLA, Fort Polk, and Shreveport campuses.

Procedures

General Conditions

The procedures set forth herein are applicable in all cases where the expenditure is from funds administered by the University regardless of whether the funds arise from state or federal appropriations, student fees, gifts, grants, endowments, research contracts or other funding sources.

University purchases and payments are to be approved and processed in accordance with this policy and procedure.

All purchases and their payments are requisitioned and are identified by Purchase Order Type, except where specifically identified in the policy and procedure.

Purchase Order Type (PO Type) is used to organize and segregate purchases and payments to facilitate the compliance with specific rules, laws, regulations, procedures, and conditions of purchases and payments for all non-personal services and financial aid student balance check/refund payments made by the University and are processed through the Banner Finance System unless otherwise specified.

Special or unusual procurement problems should be brought to the attention of the Director of Purchasing.

Funds Availability

The Budget Unit Head is responsible for all line-item deficits and budget unit accounts support cost deficits. Banner will generate and send to the Budget Unit Head a Line-Item Deficit Notification e-mail when the expenditure category line-item deficit occurs. “Banner” will also generate a Support Cost Deficit Notification e-mail when the support cost budgets are in a deficit. It is the Budget Unit Head’s responsibility to eliminate the line-item deficit or Budget Unit support cost deficit, and all spending must be suspended until an approved Budget Revision is posted.

Questions regarding Budget Availability and other budget related needs please contact Accounting & Reporting at acctreporting@nsula.edu.

NOTES: *The Requester should never begin the requisition process if there is no money in the FOAP/Index or account code being charged.*

Budget availability can be accessed from Banner Finance FGIBAVL screen.

If you complete the requisition that is in NSF Suspense, the requisition will be disapproved, and the requisition will roll back into incomplete status. This will result in delays in processing your requisition.

NSU Purchase Order Type

NSU PO Type	PO Class Code	Description	Banner PO Type	Match	Receiving	Invoice (Received From)
CO	A	Confirming Order (< \$5,000)	Regular	3-Way	Dept. FPARCVD	Vendor
	B	DO NOT USE – Reserved for Blanket				
NW	C	Order Not Exceeding \$10,000	Regular	3-Way	Warehouse FPARCVD	Vendor
TQ	D	Telephone Quotes (\$10K-\$20K)	Regular	3-Way	Warehouse FPARCVD	Vendor
RQ	E	Request for Quotes (\$20K-\$25K)	Regular	3-Way	Warehouse FPARCVD	Vendor
SB	F	Sealed Bid (> \$25,000)	Regular	3-Way	Warehouse FPARCVD	Vendor
RC	4	Renewable Contract – Purchasing Only	Regular	3-Way	Dept. FPARCVD	Vendor
NC	G	Non-Competitive	Regular	3-Way	Dept. FPARCVD	Vendor
SC	H	State Contract	Regular	3-Way	Warehouse FPARCVD	Vendor
SM	I	Special Meals	Standing	2-Way	Dept. AP Voucher	Vendor
PS	J	Professional Service Contract	Standing	2-Way	Dept. AP Voucher	Vendor
UP	N	University Printing	Standing	2-Way	N/A	Univ. Printing
WR	O	University Warehouse	Standing	2-Way	N/A	Univ. Warehouse
TV	P	Travel (Check to Vendor)	Standing	2-Way	N/A	Dept.
ER	2	Emergency, Prior Purchasing Approval	TBD	TBD	TBD	Dept.
SS	3	Sole Source	TBD	TBD	TBD	Dept.
	Y	DO NOT USE – Reserved for Banner				
	Z	DO NOT USE – Reserved for Banner				