

Orders Not Exceeding \$30,000

In accordance with Executive Order No. JML 25-104

PO Type: NW – Orders Not Exceeding \$30,000

Purchase Order is issued to vendor.

Delegated authority is not granted to the requesting budget unit for this procurement.

The following procurement shall be followed when the Vendor requires an official NSU Purchase Order to be sent to the Vendor. Purchase of supplies, materials, and services costing up to \$30,000 (when not available from University Dining Contractor, University Warehouse or University Print Shop) may be purchased from off-campus vendors delivered by the vendor through NSU Central Receiving or to Department directly.

It is the responsibility of the Budget Unit Head to obtain a price comparison including all costs for shipping and handling before processing a Purchase Requisition. Be sure to inform the Vendor that the University is tax exempt. NSU requires that faculty and staff exercise due diligence and price comparisons, when possible, for lowest cost. Otherwise, the purchase may be considered unauthorized.

The following are required to complete the procurement process:

- A Requisition must be entered in Banner. The Quote Number, Estimate Number, or Invoice Number should be included in the Document Text section of the Requisition.
- A copy of the quote, estimate, or invoice must be emailed to Purchasing at purchasing@nsula.edu for review and approval.
- Purchasing will issue an Official Purchase Order and email it to the vendor.
- The requesting department will complete on-line receiving once items have been delivered.
- The original invoice or receipt must also be sent to Business Affairs – Accounts Payable for payment to be processed.